eMARS 1003
Decentralized Check Writer

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Table of Contents

eMARS Decentralized Check Writer

1 – Orientation

A customized check writing process, Check Writer (CW), was developed for the Commonwealth of Kentucky to disburse checks and Electronic Fund Transfer (EFT) payments for departments that pay multiple vendors with the same account distribution.

Pre-requisites

You should have completed the following courses before continuing:

- eMARS 101 Intro to eMARS
- eMARS 110 Chart of Accounts

Learning Objectives

At the conclusion of this session, you will be able to:

- Describe the Check Writer table load process
- Enter data on the Pre-Assigned Check Number table
- Run Check Writer jobs – Table Load, Pre-Edit, and Clean-Up

Overview

The Check Writer process allows different government entities to submit Check Writer files where a single Check Writer file may contain payments to thousands of vendors and a few (usually less than 10) accounting lines. All the payment requests in a single file use the same accounting attributes and lines. The EFT payments are disbursed through the Automated Clearinghouse (ACH) network. Currently, the overwhelming majority of all payments that are issued by the Commonwealth are the result of the MARS Check Writer process. Payments made through this process in MARS include: payroll, retirement, public assistance, child support, unemployment insurance, tax refund, etc.

In MARS, because of different timing requirements when Check Writer checks are printed, two types of Check Writer processes were created – Type 1, which runs during the day and bypasses vendor offset processing and various edits (e.g. cash and budget/allotment) and Type 2, which runs at night and does include vendor offsets and the cash and budget/allotment edits that are bypassed during Type 1 processing.

In eMARS, Check Writer files can still be run during the day or at night. All Check Writer files will be subject to cash and budget/allotment edits, regardless of when they are processed. These edits can be overridden when central users are processing the file. Vendor intercepts can be taken regardless of when file is processed. Before processing each Check Writer file, a central user will have to select whether or not the file is subject to intercept processing.

Check Writer Functionality

With the upgrade to eMARS, the baseline software has been modified to include Check Writer functionality, including:

- Payment Validation - Each payment is validated to ensure that the required fields are provided and valid.
- Accounting Validation - Each accounting line is validated to ensure that the accounting attributes are valid.
- Budget/Allotment/Cash Validation - Budgetary information is checked for the valid budget line and to ensure that sufficient funds are available to make the payments.
- Reconciliation - Appropriate information for check reconciliation and escheating is captured. Disbursed Check Writer payments are posted to the Check Reconciliation table and reconciled similar to other disbursements.
- 1099 Reporting - Appropriate information for 1099 reporting is captured for CW payments made to miscellaneous and non-miscellaneous vendors.
- Special Check Formats - Departments may supply various check remittance information that can be printed on multiple remittance formats. One example is a check remittance for payroll that provides employee deductions, employer contributions and leave balances. Another example is a remittance for Unemployment Insurance where the payee is expected to complete the form and submit it to the programmatic area in order to continue to receive benefits. Each check stock has its own check series.
- Handling ACH information - Rather than loading the banking information to the eMARS vendor/customer table, many government entities store the banking information for their payees, which will be supplied to eMARS through the Check Writer files.
- Check Writer Payment Intercept - Check Writer payments can be processed through the same intercept criteria as other payments.
- Pre-assigned Check Number - Check Writer interfaces may be submitted by government entities with pre-assigned check numbers. The Check Writer process accepts CW files that have pre-assigned checked numbers, if the system options allow for pre-assigning of check numbers.
- Escheating / Cancellation Checks – The CW process provides the ability to cancel outstanding checks that have not been cashed or claimed by payees within the time period specified on the System Options table (usually over one year) and appropriately handle escheating and accounting entries.
- Uniqueness – A unique identifier for each Check Writer file, the Check Writer File ID provides a direct link between the accounting and disbursement transactions, which provides an appropriate audit trail.

Input File Layout

All Check Writer input files submitted by paying departments will follow a standard format. The Check Writer (CW) input file will be based on an XML format and composed of three main components:

- Header (only one Header record is allowed in a CW file)
- Accounting (a CW file may contain none or many Accounting records)
- Payment (a CW file may contain one or more payment records and may include an Automated Clearing House (ACH) Addendum Payment section for EFT payments)

Check Writer Header Component

The Header record is the first record in any Check Writer file and contains information that applies to the entire file. It includes information to determine which disbursement type, format and category is used for the file as well as the bank account that funds are taken from. Various control fields are present to validate the number of both accounting and payment lines within a Check Writer file and provide a control total payments amount.

Check Writer Accounting Component

A Check Writer file normally includes at least one accounting line. However, if all the payment records on a Check Writer file have $0 amounts, then no Accounting Lines are required. The Accounting Component contains information on the accounting distributions of the payments, as well as the total amount being paid out from each accounting distribution. Departments will provide pre-defined Accounting Template IDs and Department Code on each accounting line. The sum of the Accounting Line amounts must match the total amount on the Header component.

Check Writer Payment Component

A Check Writer file must include at least one payment line. The Payment Component may contain Check payments (with pre-assigned or blank check numbers), EFT payments (cannot have pre-assigned tracking numbers) or both Check and EFT payments. EFT payments may have a $0 amount (i.e. prenotes), although check payments cannot. The sum of payment amounts must match the total amount on the Header component.

The Payment component provides the detailed information needed to produce a Check or an EFT. A payment record includes information like vendor code, vendor name, vendor address, payment amount, Taxpayer Identification information for miscellaneous vendors, check number (if pre-assigned), whether the payment is a Check or an EFT, and ACH information for EFT payments (including prenotes).

Check writer files with pre-assigned check numbers may include payment records in any order (no need to be sorted in ascending order by the check number). Also, Check Writer files with both Check and EFT payments may include the payments in any order.

Each EFT payment can be associated with up to 1 ACH Addendum records. However, prenote EFT payments cannot be associated with any ACH Addendum records. Each payment must have a unique line number that is used to associate payment records with their corresponding ACH Addendum record(s). Also, control fields on the payment record validate the number of ACH Addendum lines for a payment record.

Departments may provide payment-related information (e.g. purchase order number, invoice number, invoice date) for Check and EFT payments in order to be printed on the check stub. The Remittance Advice information is optional for all Check and EFT payments. Each Check and EFT payment can be associated with one Remittance Advice field that is defined as variable with 1500 characters defined on a department basis and considered as payment stub information.

Check Writer ACH Addendum Payment Section

Departments may provide payment-related information (e.g. purchase order number, invoice number, invoice date) for electronic payments. The ACH Addendum section is **not allowed** for Check payments, and **optional** for the EFT payments. KY only uses the CCD ACH Format; therefore, there can only be 1 ACH Addendum record per EFT payment.
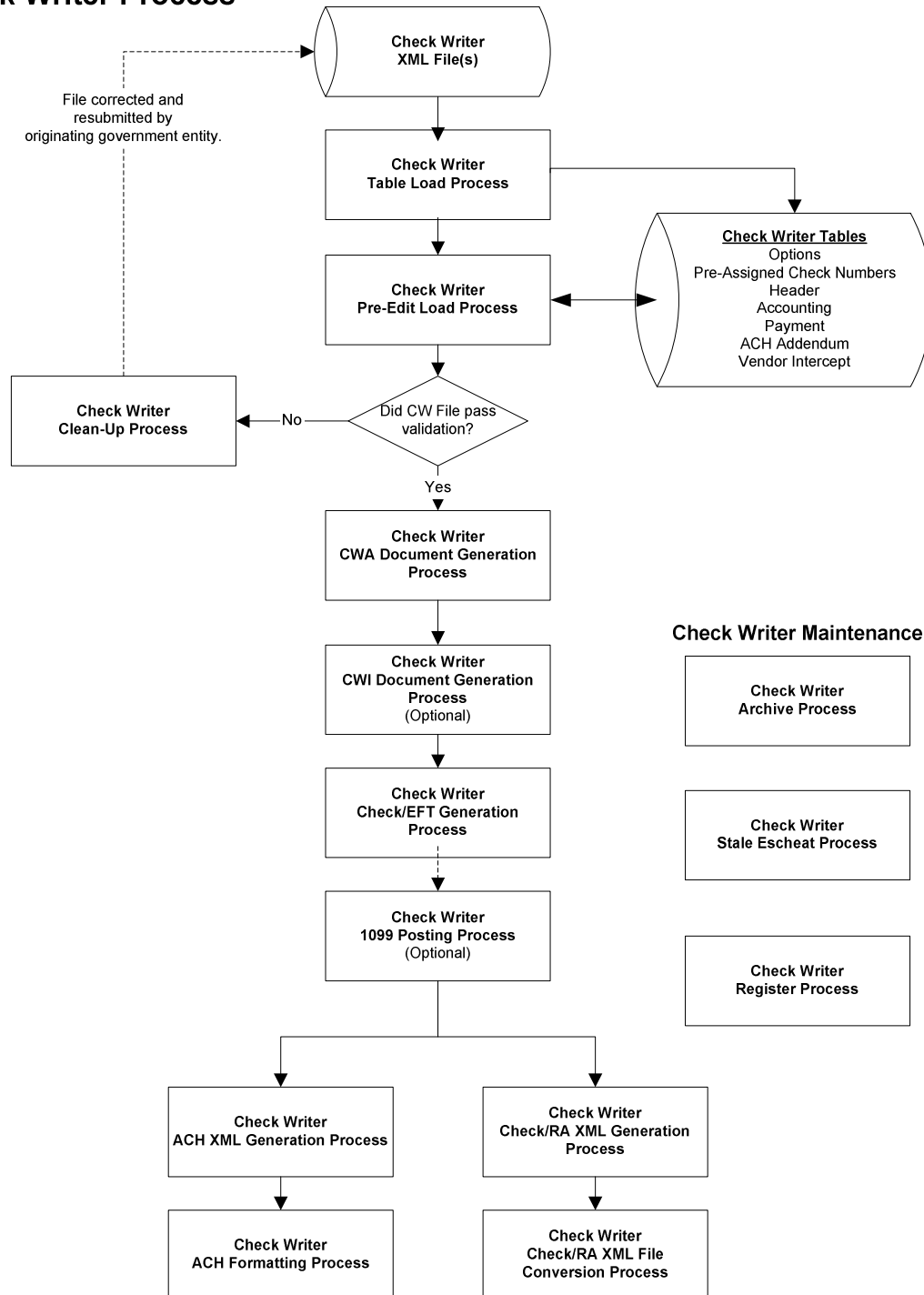
Appendix A describes the detailed layout and contents of the Check Writer Input File.

Appendix B shows an example for an XML Check Writer Input File.

Business Process

The flow chart below depicts the high-level Check Writer business process and job sequence.

Check Writer Process

```
                              ┌─────────────────┐
                              │  Check Writer   │
                              │   XML File(s)   │
                              └─────────────────┘
       File corrected and              │
       resubmitted by                  ▼
  originating government entity.  ┌─────────────────┐
                              │  Check Writer   │──────────┐
                              │Table Load Process│          │
                              └─────────────────┘          │
                                       │                    ▼
                                       │          ┌──────────────────────┐
                                       ▼          │ Check Writer Tables  │
                              ┌─────────────────┐ │       Options        │
                              │  Check Writer   │ │Pre-Assigned Check Numbers│
                              │Pre-Edit Load Process│◄──►│     Header      │
                              └─────────────────┘ │    Accounting        │
                                       │          │      Payment         │
                                       ▼          │   ACH Addendum       │
  ┌──────────────┐            ◇                   │  Vendor Intercept    │
  │ Check Writer │◄── No ──  Did CW File pass     └──────────────────────┘
  │Clean-Up Process│          validation?
  └──────────────┘            ◇
                                       │ Yes
                                       ▼
                              ┌─────────────────┐
                              │  Check Writer   │
                              │ CWA Document Generation │
                              │    Process      │
                              └─────────────────┘
```

Check Writer CWA Document Generation Process

Check Writer CWI Document Generation Process (Optional)

Check Writer Check/EFT Generation Process

Check Writer 1099 Posting Process (Optional)

Check Writer ACH XML Generation Process

Check Writer Check/RA XML Generation Process

Check Writer ACH Formatting Process

Check Writer Check/RA XML File Conversion Process

Check Writer Maintenance

Check Writer Archive Process

Check Writer Stale Escheat Process

Check Writer Register Process

2 – Check Writer Tables

A series of new tables are included in the eMARS application to store all Check Writer file information sent by departments. Pages have been created to allow for both Central and Departmental inquiries. Access and update authority to the Check Writer tables is tightly controlled through eMARS security functionality.

CW Pre-Assigned Check Number (CWCHK)

The pre-assigned check number (CWCHK) table is used by department users to record information regarding CW files where the check number has been pre-assigned by the submitting department. An entry on this table must be made before the corresponding CW file may be processed. Information on this table includes, starting and ending check numbers that have been pre-assigned for the payment included in the CW file. The Pre-Assigned Check Numbers flag on the Check Writer Options table must be set to "allowed" before adding any records to this table. When a new record is inserted on the table, the Next Available Check Number on the Bank table for the respective Bank Account Code is updated as well as the Starting Check Number and the Ending Check Number fields on this table.

Records on this table can only be modified or deleted if the following conditions are true:

Table Action: Modify
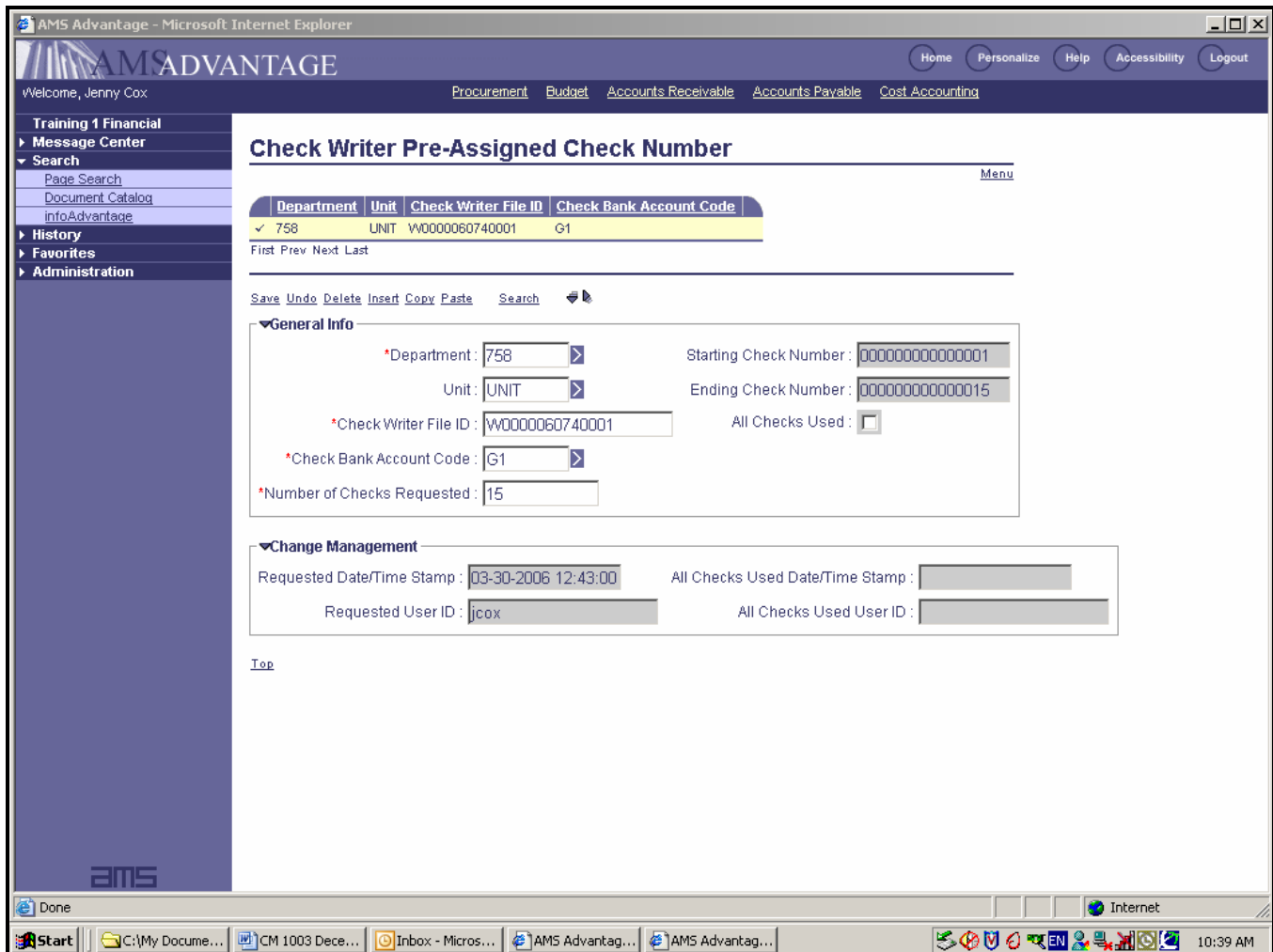
(Only field values that may change are the Department, CW File ID, and/or Unit)

  • Corresponding CW Header record does not exist for the old Department/CW File ID values.
  • Corresponding CW Header record exists for the new Department/CW File ID values, the CW File has CW Run Status of 'Pending department certification'.

Table Action: Delete

  • Corresponding CW Header record does not exist for the Department/CW File ID, or if the CW Header record does exist, then CW Run Status must equal 'Pending department certification'.
  • Ending Check Number on the CWCHK equals the Next Check Number - 1 on Bank table for the Bank.

Check Writer Pre-Assigned Check Number (CWCHK) Table

Field Name	Description
Department	**Required. Unique Key field.** Entered manually by department user prior to running the Pre-edit job and applying department certification.
Unit	**Required.** Entered manually by department user prior to running the Pre-edit job and applying department certification.
Check Writer File ID	**Required. Unique Key field.** Entered manually by department user prior to running the Pre-edit job and applying department certification.
Check Bank Account Code	**Required.** Entered manually by department user prior to running the Pre-edit job and applying department certification.
Number of Checks Requested	**Required.** Entered manually by department user prior to running the Pre-edit job and applying department certification.
Starting Check Number	**Protected field.** Assigned by the application upon inserting a record to this table based on the Next Available Check Number of the respective Bank Account Code.
Ending Check Number	**Protected field.** Assigned by the application upon inserting a record to this table based on the Next Available Check Number of the respective Bank Account Code

Field Name	Description
	and the Number of Checks Requested.
All Checks Used	**Protected field.** Field will be checked upon successfully processing the CW Check/EFT Generation batch job against the respective CW file. This will indicate that the pre-assigned check numbers of all payments on a CW file have been all used and none have been skipped.
Requested Date/ Time Stamp	**Protected field.** Field shall be populated with the application server date/time stamp when record is inserted.
Requested User ID	**Protected field.** The user-id of the person who inserted a record to this table.
All Checks Used Date/ Time Stamp	**Protected field.** Field shall be populated with the application server date/time stamp when the CW Check/EFT Generation process is executed against this record.
All Checks Used User ID	**Protected field.** The user-id of the person who processed the CW Check/EFT Generation batch job.

CW Header (CWHDR)

The header table is initially loaded with information from the header record of each Check Writer file and is continually updated by the system as the file is processed. It includes disbursement information, certification information, processing information, and various control fields that are used for validation. The page includes links to the Check Writer Accounting, Check Writer Payment and Check Writer Vendor Intercept tables. Some fields on this table can be updated by Central users, but most will be protected from user updates. If changes are made by Central users after the Pre-Edit has been run successfully, the Central user must run Pre-Edit again prior to applying central certification.

Loaded Check Writer files require two levels of certification (department and central office) before running any subsequent Check Writer batch processes. Departments begin by loading a Check Writer file which inserts records to this and other tables. A department user then runs the pre-edit job to find any errors that would occur during the processing of the file. After the pre-edit has been run successfully (i.e. error free), a department user selects the department certification checkbox on the CWHDR table and saves the record. This indicates to the central office that the file is ready for further processing.

A central user then runs the pre-edit job to verify that there are no errors in the file. After the pre-edit has been run successfully (i.e. error free), the central user selects the central certification checkbox on the CWHDR table and saves the record. The central user can then continue manually processing the file, or allow the file to be processed during the nightly cycle.

Check Writer Header (CWHDR) Table: General Info and Disbursement Information

Field Name	Description
Department	**Protected field. Required. Key field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Department Short Name	**Protected field. Required.** Inferred from DEPT table based on the Department specified.
Unit	**Protected field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file. Populated value must not be changed manually.
Check Writer File ID	**Protected field. Required. Key field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Unit Short Name	**Protected field.** Inferred from UNIT table based on the Unit specified.
Bank Account Code	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.
	If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Must be a valid value on Bank table.
Payment Date	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.
	If changed by authorized users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Format (MM/DD/CCYY)
	If Payment Date specified on Check Writer file is less than the current date, the Payment Date will be set to the current date during processing.
Payment Description	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.
	This field can be changed by central users.
Contact Code	The contact code of the department whose address will appear on the check. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file.
	If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied
Budget Fiscal Year	Initially populated from the corresponding field on the CW Header Component upon loading a CW file.
	If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Fiscal Year	Initially populated from the corresponding field on the CW Header Component upon loading a CW file.
	If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Period	Initially populated from the corresponding field on the CW Header Component upon loading a CW file.
	If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted.
EFT Format	Initially populated from the corresponding field on the CW Header Component upon loading a CW file.
	If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date.
	If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Valid values are defined in the Disbursement Format table where the Disbursement Type = 'EFT'.

Field Name	Description
Check Format	Initially populated from the corresponding field on the CW Header Component upon loading a CW file. If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied. Valid values are defined in the Disbursement Format table where the Disbursement Type = 'Check'.
Disbursement Category	Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.
Disbursement Handling	Not used by KY.
Number of EFT Lag Days	Field indicates the number of days after which EFT payments will become effective. It can be set to 0 or greater. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.
EFT to Hard Copy	Field indicates if all supplied EFT payments in a CW file must be disbursed as checks. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.
EFT to Hard Copy for Intercept	Field indicates if all supplied EFT payments in a CW file must be disbursed as checks. Initially populated from the corresponding field on the CW Header Component upon loading a CW XML file. If blank, field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.
Bypass Vendor Intercept	Initially blank upon loading a CW XML file. Field value on will be inferred from the corresponding field on the CW Options during the CW Table Load process based on the fiscal year for the Application Control Date. If changed by central users, then similar edits to the corresponding field on the CW Header Component of the input file must be applied.

Field Name	Description
Hold	Initially set to default value upon loading a CW XML file. Field value can be changed by central user if both of the following conditions are true: CW Run Status is set to "Pending department certifications, "Pending central office certification" or "Pending CWA generation"; and CWA Generation Status is set to blank or "Pending Generation".
Hold Reason	Initially set to default value upon loading a CW XML file. If the Hold flag is manually set to "Yes", then this field must be populated. Valid values are on the Hold Reason (HLDR) table.

Check Writer Header (CWHDR) Table: Contact Management, Processing Management Status and Contact Information

Field Name	Description
Department Certification	Initially set to default value upon loading a CW XML file. It can manually be set to: • Yes – CW file is certified for further processing. • No – CW file is not yet been certified for further processing and certification by department is required. Its value must not be changed from 'Yes' to 'No' if the Central Certification is set to "Y".
Central Certification	Initially set to default value upon loading a CW XML file. It can manually be set to: **Yes** – CW file is certified for further processing. **No** – CW file is not yet been certified for further processing and certification by central is required. Its value must not be changed from "Y" to "N" if the CWA Generation Status is set to "generated".
Check Printing Status	Initially set to 0 upon loading a CW XML file. This will be a CVL with the following valid values: • Not Ready for Printing • Ready for Original Printing • Ready for Re-Printing • Printed • Re-Printed • Not Applicable If blank, field value on will be set to "Not Ready for Printing" during the CW Load process. May only be changed manually to "Ready for Re-Printing" if it was already set to "Printed" or "Re-Printed".
ACH File Generation Status	Initially set to 1 upon loading a CW XML file. This will be a CVL with the following valid values: • Not Ready for Generation • Ready for Original Generation • Ready for Re-Generation • Generated • Re-Generated • Not Applicable If blank, field value on will be set to "Not Ready for Generation" during the CW load process. May only be changed manually to "Ready for Re-Generation" if it was already set to "Generated" or "Re-Generated".
Check Format Description	**Protected field.** Inferred from the Disbursement Format table based on the Check Format when inserting a record into this table.
Disbursement Category Description	**Protected field.** Inferred from the Disbursement Category table based on the Disbursement Category when inserting a record into this table.
Disbursement Handling Description	**Protected field.** Inferred from the Disbursement Handling table based on the Disbursement Handling when inserting a record into this table.
Total Payments Amount	**Protected field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Number of Payment Lines	**Protected field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Number of Accounting Lines	**Protected field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
First Vendor Legal Name	**Protected field.** Populated from the Legal Name on the CW Payment Component of the first payment in the file when running the CW Pre-Edit batch process.
Last Vendor Legal Name	**Protected field.** Populated from the Legal Name on the CW Payment Component of the Last payment in the file when running the CW Pre-Edit batch process.
Starting Check Number	**Protected field.** If a Check Writer file contains Check payments with pre-assigned check numbers, then it is populated from the Check Number on the CW Payment Component of the first payment in the file when running the CW Pre-Edit batch process. Otherwise it is populated from the Check Number that is assigned by the application to the first payment in the file during the CW Check/EFT Generation batch process.
Ending Check Number	**Protected field.** If a Check Writer file contains Check payments with pre-assigned check numbers, then it is populated from the Check Number on the CW Payment Component of the last payment in the file when running the CW Pre-Edit batch process. Otherwise it is populated from the Check Number that is assigned by the application to the last payment in the file during the CW Check/EFT Generation batch process.
Override Level	**Protected field.** Initially set to 0 upon loading a CW XML file. Then, will be updated upon processing the CWA document which will set it to the override level on the Header of the CWA document. It will be the override level of the last user id who has applied overrides to the CWA document. Valid values from "0" to "10".
Permit Number	**Protected field.** Populated from the corresponding field on the CW Header Component upon loading a CW XML file.
CW Run Status	**Protected field (CVL).** Initially set to 0 upon loading a CW XML file. This will be a CVL with the following valid values: • Pending department certification • Pending central office certification • Pending CWA generation • Pending Check/EFT Generation • Pending 1099 Posting • Processing completed
CW File Includes EFT	**Protected field.** Field indicates whether or not a CW file includes EFT payments. Initially set to default value upon loading a CW XML file. Field will be updated by CW Check/EFT Generation process.

Field Name	Description
CW File Includes Check/Remittance Advice (EFT)	**Protected field (CVL).** Field indicates whether or not a CW file includes Check and/or EFT Payments with Remittance Advice information. Initially set to default value upon loading a CW XML file. Field will be updated by CW Check/EFT Generation process. Valid values are: • No Checks or Remittance • Only Checks • Only Remittance Advice • Both Checks and Remittance Advice
CWA Generated	**Protected field.** Field indicates if a CWA document was created for a CW file. Initially set to default value upon loading a CW XML file. Then, the field will be updated when a CWA document is generated for the CW file by the CWA/CWI Generation process.
CWA Document Final	**Protected field.** Field initially set to default value upon loading a CW XML file. Then, the field will be updated when the generated CWA document is processed to Final status.
Load Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the record is loaded to the table.
Load User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of department user who loads a CW record on this table.
Department Certification Date/ Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the department certification is applied.
Department Certification User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of department user who certifies a CW file on this table.
Central Certification Date/ Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the central certification is applied.
Central Certification User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of central user who certifies CW record on this table.
Pre-Edit Processing Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Pre-Edit process is executed against the record. Field will be updated each time the CW Pre-Edit batch process runs.
Pre-Edit Processing User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Pre-Edit batch job. Field will be updated each time the CW Pre-Edit batch process runs.
Pre-Edit Successful	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated by the CW Pre-Edit batch process to 'Yes' if the file passes all validations.
CWA Document Processing Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWA document generated for this CW file is processed.
CWA Document Processing User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes associated CWA document.

Field Name	Description
CWA Generation Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWA Generation process is executed against the record.
CWA Generation User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW CWA Generation batch job.
CW Intercept Status	**Protected field.** Field initially set to 0 upload loading a CW XML File. The system shall provide a field to record whether a payment within the CW File record has been intercepted. If a payment was not intercepted by the CWA Generation process, the process will set the field will be set to 'Not Applicable'. If a payment was intercepted, the field will be set to 'Pending generation'. Subsequent execution of the CWI Generation and submission of all the generated CWI's will result in the CW Intercept Status being set to 'Generated' and 'Processing completed', respectively. Possible values are: • <blank> • Not applicable • Pending generation • Generated • Processing completed
CWI Generation Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CWI Generation process is executed against the record.
CWI Generation User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW CWI Generation batch job.
Check/EFT Generation Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Check/EFT Generation process is executed against the record.
Check/EFT Generation User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Check/EFT Generation batch job.
1099 Posting Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW 1099 Posting process is executed against the record.
1099 Posting User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW 1099 Posting batch job.
Check Printing Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW Check/RA XML Generation process is executed against the record. Field will be updated when printing/re-printing the CW Check/RA XML files.
Check Printing User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW Check/RA XML Generation batch job. Field will be updated when printing/re-printing the CW Check/RA XML files.
ACH File Generation Date/Time Stamp	**Protected field.** Field initially set to default value upon loading a CW XML file. The field will be updated with the application server date/time stamp when the CW ACH XML Generation process is executed against the record. Field will be updated when generating/re-generating the CW ACH XML files.

Field Name	Description
ACH File Generation User ID	**Protected field.** Field initially set to default value upon loading a CW XML file. The user-id of the user who processes the CW ACH XML Generation batch job. Field will be updated when generating/re-generating the CW ACH XML files.
Processing Date	**Protected field.** Field initially set to default value upon loading a CW XML file. The field shall be updated with the Application Date (Application Control) when the associated CWA document has been successfully submitted.
EFT Effective Date	**Protected field.** Field initially set to default value upon loading a CW XML file. Field will be populated by the CW Check/EFT Generation batch process based on the Payment Date and Number of Lag Days on this table. This date will be needed when generating ACH files.
Total Intercept Amount	**Protected field.** Field initially set to default value upon loading a CW XML file. If applicable, will be updated during the CW CWA/CWI Generation batch process. It must match the sum of intercepted amounts for all payment lines.
Payer Contact Name	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Address 1	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Address 2	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Address 3	**Protected field.** Inferred from the Contact table based on the Contact Code
Payer Contact City	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact State	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Zip	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Country	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Email Address	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Phone Number	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Phone Extension	**Protected field.** Inferred from the Contact table based on the Contact Code.
Payer Contact Fax Number	**Protected field.** Inferred from the Contact table based on the Contact Code.
Department Name	**Protected field.** Inferred from the Department table based on the Department Code.
Unit Name	**Protected field.** Inferred from the Unit table based on the Paying Dept Code.

CW Accounting (CWACTG)

The accounting table is used to record information from the accounting records of each Check Writer file. Records on this table are inserted and updated by the system, and all fields are protected from user updates. The table is used for online inquiry of the accounting distributions of the payments and the total amount being paid out from each accounting distribution. The page includes links to the Check Writer Header, Check Writer Payment and Check Writer Vendor Intercept tables.

If there are multiple accounting lines in a Check Writer file, then payments are paid proportionally out of all the accounting lines based on the accounting line's percentage of the total file amount.

Accounting Templates and department will be required elements on Check Writer files in KY. The accounting elements (Fund, Object, Function, etc.) associated with the Accounting Template will not be inferred onto the CW Accounting table until the CWA document is submitted to final.

Check Writer Accounting (CWACTG) Table

Field Name	Description
Department	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	**Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Check Writer File ID	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Amount	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Intercepted Amount	**Protected field.** Field will be updated during the CW CWA Generation process. It must match the sum of intercepted amounts for all payment lines.
Percentage of Total Amount	**Protected field.** Field will be calculated by the CW Pre-Edit process. Value will be calculated by dividing the Accounting Line Amount by the Total Payment Amount on the CW Header table.
Budget Fiscal Year	**Protected field.** Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Fiscal Year	**Protected field.** Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA/CWI Generation process will be populated based on the Application Control Date when CWA document is submitted. The format is CCYY.
Period	**Protected field.** Field initially populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, field value on CWA document created by CW CWA/CWI Generation process will be populated based on the Application Control Date when CWA document is submitted.
Event Type	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Accounting Template ID	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.
Fund	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Fund	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file.

Field Name	Description
Unit	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Unit	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Appropriation Unit	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Object	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Object	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Revenue Source	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Revenue Source	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department Object	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Department Revenue Source	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Activity	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Activity	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.

Field Name	Description
Function	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Function	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Balance Sheet Account (BSA)	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Balance Sheet Account (BSA)	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Reporting	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Reporting	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Location	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Location	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Task	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Sub Task	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Task Order	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.

Field Name	Description
Program	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Phase	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Program Period	**Protected field.** Field populated from the corresponding field on the CW Accounting Component upon loading a CW file. If blank, the field will be populated from the CW CWA Generation process prior to the creation of the CWA XML file.
Processing Date	**Protected field.** Field is inferred from the associated header record on CW Header.

CW Payment (CWPYMT)

The payment table is used for online inquiry of payment records in each Check Writer file and contains information needed to produce a Check or EFT. A payment record includes information such as vendor code, vendor name, vendor address, payment amount, Taxpayer Identification information, check number, payment code (check or EFT), and ACH information for EFT payments. Records on this table are inserted and updated by the System. No fields are available for update by users.

The page includes links to the Check Writer Header, Check Writer Accounting, Check Writer Vendor Intercept and Check Writer ACH Addendum tables.

Check Writer Payment (CWPYMT) Table: General Information and Vendor Information

Field Name	Description
Department	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	**Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Check Writer File ID	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW XML file.
Vendor/Customer	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Must be a valid code on the Vendor/Customer table (VCUST). Validation performed by Pre-Edit process.
Taxpayer Identification Number (TIN)	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
TIN Type	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Legal Name	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Alias/DBA	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer corresponding field on VCUST for Vendor/Customer.
Vendor Contact ID	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Address Code	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Street 1	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Street 2	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
City	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.

Field Name	Description
State/Province	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Zip	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Country	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. If blank for non-miscellaneous vendors, Pre-Edit process will infer from active default address of Address Type 'Payment' on VCUST for Vendor/Customer.
Delivery Point	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Payment Amount	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Comments	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file.
Payment Code	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Valid values are: • CW – Check • CE – EFT
Check/EFT Number	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, this field is the Check Number. If not pre-assigned, the check number will be assigned from the Bank table based on the Bank Account Code on the CW Header table. For EFT payments, this field is the EFT Number, which will always be assigned from the Bank table based on the Bank Account Code on the CW Header table.

Check Writer Payment (CWPYMT) Table: ACH Information, Remittance Advice and Intercept Transfer Document

Field Name	Comments
ACH Transaction Code	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file.
ACH Receiving Company or Individual Name	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It will include a unique payment number assigned by submitting departments.
Discretionary Data	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always blank. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It can include any code that is significant to the submitting department.
Total Number of ACH Addendum Lines	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. For check payments, it will be always 0. For EFT payments, it will be populated from the corresponding field on the CW Payment Component upon loading a CW file. It includes the Number of ACH Addendum records associated with an EFT payment. For the EFT Format CCD, valid values are 0 or 1.
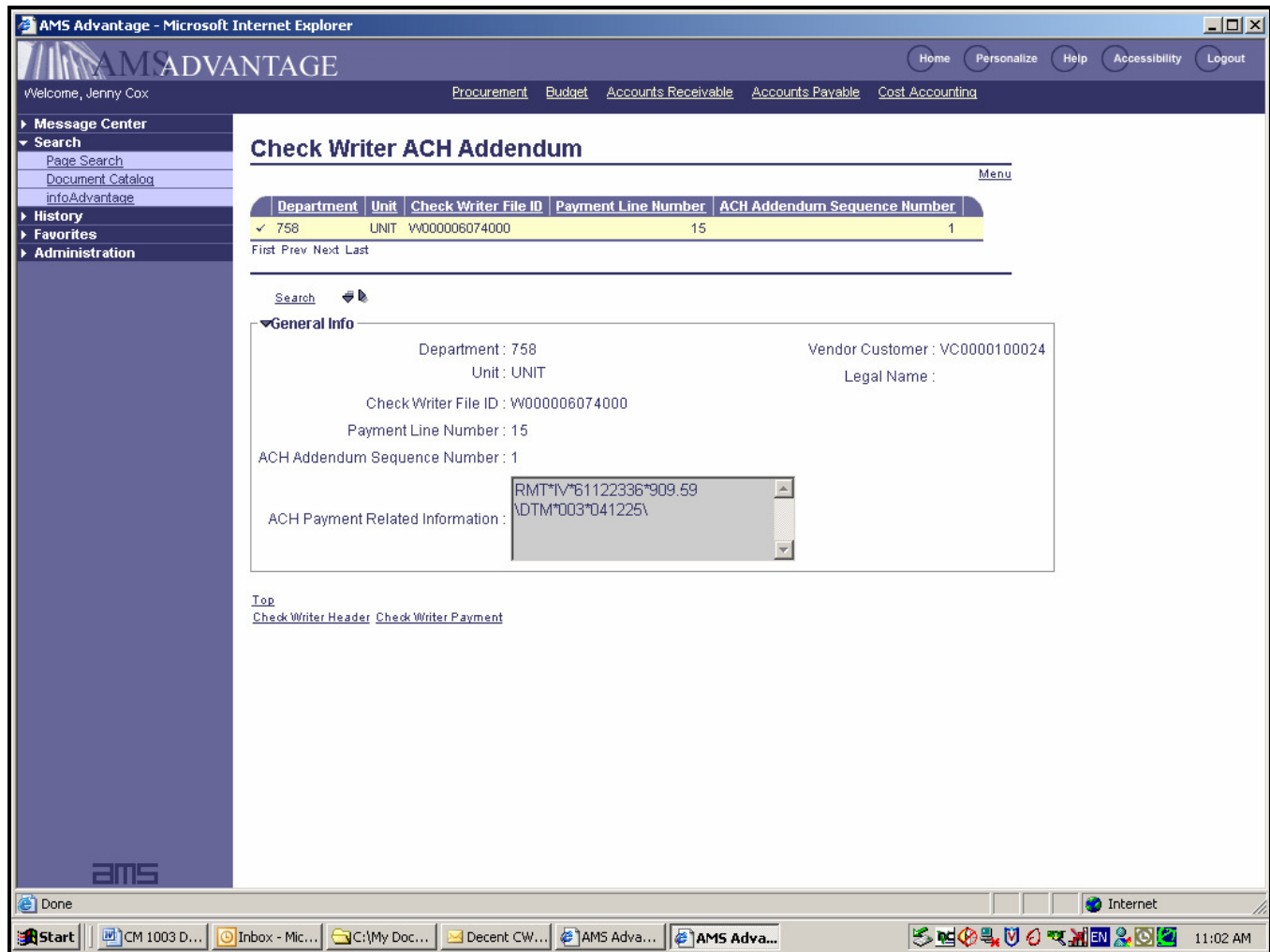
Field Name	Comments
Vendor Miscellaneous	**Protected field.** Field will be set to default value upon loading a CW file. Field will be updated during the CW Pre-Edit process. Valid values are: • Yes – (i.e. miscellaneous vendor), or • No – (i.e. non-miscellaneous vendor)
Total Number of Payment Intercept Lines	**Protected field.** Field will be set to default value upon loading a CW file. If applicable, will be updated during the CW CWA Generation batch process. In this case, it will include the number of Payment Intercept lines that are associated with an EFT or Check payment on the CW Vendor Intercept table.
Intercept Amount	**Protected field.** Field will be set to default value upon loading a CW file. If applicable, field will be updated during the CW CWA Generation batch process. In this case, it must match the sum of intercept amounts for all associated payment intercept lines.
Net Payment Amount	**Protected field.** Field will be set to default value upon loading a CW file. If applicable, field will be updated during the CW CWA Generation batch process. Field will be updated during the CW CWA Generation batch process by subtracting Intercept Amount from Payment Amount.
Processing Date	**Protected field.** Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when CWA document generated by CWA Generation process is submitted to Final.
Payment Date	**Protected field.** Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when CWA document generated by CWA Generation process is submitted to Final
EFT Effective Date	**Protected field.** Field will be set to default value upon loading a CW file. Then, field will be populated from associated record on the CW Header table when running the CW Check/EFT Generation batch process.
Payment Remittance Advice	**Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW file. Includes payment-related information provided by submitting department.
CWI Document Code	**Protected field.** Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Department	**Protected field.** Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Unit	**Protected field.** Field will be set to default value upon loading a CW file. Then, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document ID	**Protected field.** Field will be set to default value upon loading a CW file. en, field may be populated upon the generating of the CWI document during the CW CWI Generation batch process if the payment is subject to intercept.
CWI Document Processing Date/ Time Stamp	**Protected field.** Field will be set to default value upon loading a CW file. Then, if a payment is intercepted and its CWI document is generated, this field will be updated upon processing associated CWI document.
CWI Document Processing User ID	**Protected field.** Field will be set to default value upon loading a CW file. Then, if a payment is intercepted and its CWI document is generated, this field will be updated upon processing associated CWI document.

CW ACH Addendum (CWADNM)

The addendum table is used for online inquiry of ACH Addendum records associated with some EFT payments. Addendum records contain payment-related information (e.g. purchase order number, invoice number, invoice date) for electronic payments. Records on this table are inserted and updated by the System. No fields are available for update by users.

The page includes links to the Check Writer Header and Check Writer Payment tables.

Check Writer ACH Addendum (CWADNM) Table

Field Name	Description
Department	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Unit	**Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.

Field Name	Description
Check Writer File ID	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Header Component upon loading a CW XML file.
Payment Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Payment Component upon loading a CW XML file.
ACH Addendum Sequence Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW ACH Addendum Component upon loading a CW XML file.
Vendor/Customer	**Protected field.** Field populated from the corresponding field on the CW Payment line associated with the ACH Addendum upon loading a CW XML file.
Legal Name	**Protected field.** Field populated from the corresponding field on the CW Payment line associated with the ACH Addendum upon loading a CW XML file.
ACH Payment Related Information	**Protected field.** Field populated from the corresponding field on the CW ACH Addendum Component upon loading a CW file. Payment-related information provided by submitting department.

CW Vendor Intercept (CWVINCT)

The Check Writer Vendor Intercept table is used for online inquiry of Check Writer payment intercept information. This includes payee information, claim information, and claim contact information. Records on this table are inserted and updated by the System. No fields are available for update by users. The page includes links to the Check Writer Header, Check Writer Payment, and Check Writer ACH Addendum tables.

Debt records inserted into this table are <u>not</u> provided by departments on the CW XML input file. These records are generated by the Check Writer CWA Generation batch process when payments for vendors with outstanding debts are intercepted.

The number of records on this table for an intercepted payment will be based on the number of times the payment is intercepted and the number of accounting lines associated with the payment. Each time the payment is intercepted the intercepted amount will be proportionally applied to the associated accounting lines and a record will be inserted on the CW Vendor Intercept table for each accounting line. For example, if the payment is intercepted once and the file has 3 accounting lines, then there will be 3 records inserted into CWVINCT. If the payment is intercepted twice, and the file has 3 accounting lines, then there will be 6 records inserted into CWVINCT.

Check Writer Vendor Intercept (CWVINCT) Table

Field Name	Description
Department	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Unit	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Check Writer File ID	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Payment Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Intercept Line Number	**Required. Key field. Protected field.** Unique number generated sequentially within a Department/CW File ID/Payment Line Number on insert. Number is generated by CWA Generation process.

Field Name	Description
Accounting Line Number	**Required. Key field. Protected field.** Field populated from the corresponding field on the CW Accounting record by the CWA Generation process.
Vendor Customer	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Legal Name	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
TIN	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
TIN Type	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Payment Code	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Check/EFT Number	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Intercept Amount	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process
Intercept Date	**Protected field.** Field populated from the corresponding field on the CW Payment record by the CWA Generation process.
Entity	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
Debt Type	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
Receivable Document Code	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document Department Code	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document Unit	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Document ID	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Accounting Line	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Receivable Vendor Line	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Name	**Protected field.** Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact E-mail Address	**Protected field.** Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Phone Number	**Protected field.** Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Phone	**Protected field.** Field populated from the corresponding field on the Claim Contact

Field Name	Description
Extension	on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Claim Contact Fax Number	**Protected field.** Field populated from the corresponding field on the Claim Contact on Intercept Request (INTR) table for internal debts by the CWA Generation process.
Billing Profile	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Intercept Priority	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table for internal debts by the CWA Generation process.
Entity Name	**Protected field.** Field populated from the corresponding field on the Entity table for the Entity specified on the Intercept Request (INTR) table by the CWA Generation process.
Debt Name	**Protected field.** Field populated from the corresponding field on the Debt Type table for the Debt Type specified on the Intercept Request (INTR) table by the CWA Generation process.
AR Dept	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.
AR Unit	**Protected field.** Field populated from the corresponding field on the Intercept Request (INTR) table by the CWA Generation process.

3 – Check Writer Jobs (Processes)

Check Writer Table Load Chain

The CW Table Load Chain will be run by department users to load the Check Writer file information to the system. The Table Load Chain parses the Check Writer XML files received from departments and loads the parsed data into the respective CW tables. Only data type validation is performed by this process. There are 2 jobs that comprise the Table Load chain:

1. CW Header Load – parses the XML file and loads the CWHDR table
2. CW Component Load – loads the CWACTG, CWPYMT, and CWADNM tables

The XML file name must be specified in the job parameters in order to be loaded. One or multiple files can be loaded at the same time. If multiple files are to be loaded, then the file names must be separated by a comma (e.g. CW123.xml,CW456.xml,CW789.xml). Note: The .xml extension is listed and there are NO spaces between the commas and the file names.

Check Writer Pre-Edit Chain

The CW Pre-Edit chain will be run by both Department and Central users to validate the Check Writer file information. The Pre-Edit Chain performs validation for all information provided in the Check Writer files. While payment and other non-accounting information can be validated by referencing tables with related information, accounting information and cash/budgets must be validated using document edits. The Pre-Edit chain will create and validate a CWE document to reveal these types of errors. The CWE is identical to the CWA document that will later be created to record the accounting impacts of the CW file. There are 5 jobs that comprise the Pre-Edit chain:

1. Inferences and Validations – infer and validate all non-accounting data on the CWHDR and CWPYMT tables. This job also creates the Non-Accounting Error report.
2. Accounting Document XML Generation – generate the XML to create the CW Pre-Edit (CWE) document to validate the accounting information on the file.
3. Load & Validate – load the CWE document and performs a validate action.
4. Generate Accounting Report – generate the Accounting Error report based on errors retrieved from the CWE document in the previous step.
5. Discard – discard the CWE document.

CW files with a CW Run Status of 'Pending Department Certification' or 'Pending Central Certification' can be processed by the Pre-Edit Chain. CW files can only be processed one at a time and must be specified in the job parameters.

Check Writer Clean-Up

The CW Clean-Up process allows department users to delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process. By deleting the failed file information, the department may correct the information, re-send and re-process the corrected CW input file. Since Clean-Up may only be run on files that have a status of 'Pending Department Certification', if the Pre-Edit fails when run by a central user, and the error can not be fixed by making on-line changes, then the file will have to be un-certified by the department before Clean-Up can be run.

CW files with a CW Run Status of 'Pending Department Certification' can be processed by the Clean-up job. This job can be run for single files, for multiple files, or for an entire department.

The remaining jobs will only be run by Central Users.

4 – Check Writer Documents

Overview

eMARS uses documents to record financial information and administrative events into the system. Documents collect information into a single form, designed to ease data entry and to consolidate pertinent information for approval and query purposes. eMARS identifies each document using a combination of its document **Code**, document **Dept** code, document **ID** and document **Version** number. All Check Writer documents are generated by the system when Check Writer jobs are run. Check Writer documents include:

- Check Writer Pre-Edit (CWE)
- Check Writer Accounting (CWA)
- Check Writer Intercept Transfer (CWI)
- Check Writer Check Cancellation (CWC)
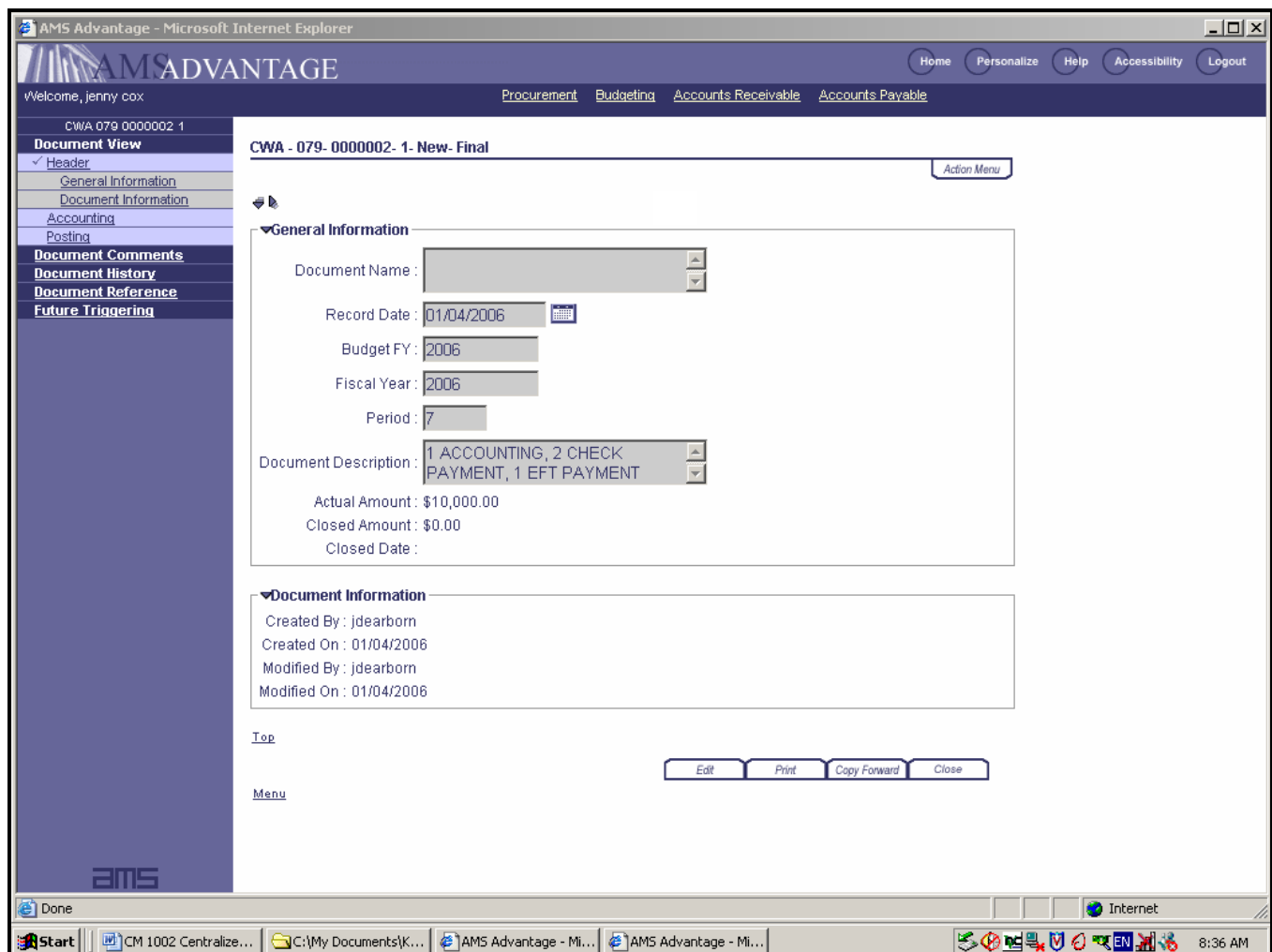
Check Writer Pre-Edit (CWE)

The CWE document is used to validate accounting lines during the Pre-Edit chain job. It is created so that accounting and cash/budget errors can be retrieved and written to the Accounting Error report. The CWE is created, validated and discarded as part of the Pre-Edit chain job; therefore, you will not see these documents on the Document Catalog. These documents are copies of the CWA document.

Check Writer Accounting (CWA)

The CWA document is used to post accounting lines to the respective eMARS journals for Check Writer payments. If applicable, the CWA will also post entries for payments that have been intercepted. The document is configured so that it can only be created through an offline process. The CW Accounting Generation Chain creates a single CW Accounting document for each selected CW File ID within a department. Once a CW Accounting document has been loaded into the Document Catalog, the draft document cannot be discarded. In addition, if a CW Accounting document has been submitted to Final, it cannot be cancelled or modified. Correcting or modifying the accounting effects of a CW Accounting document must be performed using eMARS journal voucher documents.

Check Writer Accounting (CWA) Document: Header

Check Writer Accounting (CWA) Document: Accounting

AMSADVANTAGE

Home   Personalize   Help   Accessibility   Logout

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWA 079 0000002 1
Document View
 ✓ Header
 ✓ Accounting
   General Information
   Reference
   Fund Accounting
   Detail Accounting
   Posting
Document Comments
Document History
Document Reference
Future Triggering

CWA - 079- 0000002- 1- New- Final

Action Menu

	Accounting Line	Line Amount	Line Closed Amount	Event Type	Ref Doc Dept Code
✂ 📋 ✓	1	$10,000.00	$0.00	CA01	

Insert New Line Insert Copied Line   First Prev Go To Next Last

▼General Information

Event Type : CA01 ❯   Budget FY : 2006

Accounting Template : CW1 ❯   Fiscal Year : 2006

                                        Period : 7

Line Description :

Line Amount : $10,000.00

Line Closed Amount : $0.00

Line Closed Date :

▼Reference

Ref Doc Code :   Ref Vendor Line :

Ref Doc Dept Code :   Ref Commodity Line : 0

Ref Doc Id :   Ref Accounting Line :

                                        Ref Type : Partial ▼

▼Fund Accounting

Fund : 0100   Department : 079   OBSA :

Sub Fund :   Unit : UNIT   Sub OBSA :

Object : E321   Sub Unit :   Dept Object :

Sub Object :   Appr Unit :   Dept Revenue :

Revenue :   BSA :

Sub Revenue :   Sub BSA :

▼Detail Accounting

Location :   Reporting :   Major Program :

Sub Location :   Sub Reporting :   Program :

Activity :   Task :   Phase :

Sub Activity :   Sub Task :   Program Period :

Function : CWF1   Task Order :

Sub Function :

Top

Edit   Print   Copy Forward   Close

Menu

Check Writer Accounting (CWA) Document: Posting

AMS ADVANTAGE

Home   Personalize   Help   Accessibility   Logout

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWA 079 0000002 1

Document View
- ✓ Header
- ✓ Accounting
- ✓ Posting
  - General Information
  - Fund Accounting
  - Detail Accounting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWA - 079- 0000002- 1- New- Final

Action Menu

Line	Function	Debit Posting / Credit Posting	Debit Posting Name / Credit Posting Name	Debit Amount	Credit Amount
✓ 1	Non-Standard	D014	External CE	$10,000.00	
		A001	Cash		$10,000.00

First Prev Go To Next Last

Accounting 1: >

▼General Information

Run Time/Date : 01/04/2006	Budget FY : 2006
Record Date : 01/04/2006	Fiscal Year : 2006
Journal Posting : Posted	Period : 7
Budget Posting : Posted	Post Pair ID : A
Bank Account : G1	Line Amount : $10,000.00
BSA Type Indicator :	Posting Amount : $10,000.00
OBSA Type Indicator : Asset	Closed Amount : $0.00

▼Fund Accounting

Fund : 0100	Cabinet : CB39	BSA :
Sub Fund :	Department : 079	Sub BSA :
Object : E321	Unit : UNIT	OBSA : 0110
Sub Object :	Sub Unit :	Sub OBSA :
Object Category : 03	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function : CWF1	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :

Top

Edit   Print   Copy Forward   Close

Menu

ams

Check Writer Intercept Transfer (CWI)

The CWI is used to post accounting lines to the respective eMARS journals for Check Writer payments that have been intercepted. The document is configured so that it can only be created through an offline process. The CW Intercept Document Generation Chain creates a single CW Intercept Transfer document for each payment that was intercepted within the selected Department/CW File ID. Once a CWI document has been submitted to Final, it cannot be cancelled or modified. Correcting or modifying the accounting effects of a CW Intercept Transfer document must be performed using eMARS journal voucher documents.

Check Writer Intercept Transfer (CWI) Document: Header

Check Writer Intercept Transfer (CWI) Document: Exchange Details

AMS ADVANTAGE

Home Personalize Help Accessibility Logout

Welcome, jenny cox

Procurement Budgeting Accounts Receivable Accounts Payable

CWI 079 CWI01200600000000001 1

Document View
- Header
- ✓ Exchange Details
  - General Information
  - 2nd Party Information
  - 1st Party Reference
  - 1st Party Fund Accounting
  - 1st Party Detail Accounting
  - 1st Party Service Dates
  - 2nd Party Accounting
  - Posting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWI - 079- CWI01200600000000001- 1- New- Final

Action Menu

Line Number	Vendor Customer	Legal Name	Line Amount
1			$275.92

Insert New Line Insert Copied Line

First Prev Go To Next Last

Exchange Details

▼General Information

Event Type : XCWA
Accounting Template :
Line Amount : $275.92
Calculated Amount : $275.92

Bank : G1
Entity : 079
Debt Type : TAX
Intercept ID : 00000000000000000114
Intercept Date : 01/20/2006

▼2nd Party Information

Vendor Customer :
Legal Name :
Alias/DBA :
Address Code :
Address Line 1 :
Address Line 2 :
City :
State :
Zip :
Country :
County :

Vendor Contact ID :
Principal Contact :
Phone :
Phone Extension :
Fax :
Fax Extension :
Email Address :
Web Address http:// :
TIN : 999666817
TIN Type : EIN

▼1st Party Reference

Ref Doc Code : N/A
Ref Doc Dept : 079
Ref Doc ID : 3000001

Ref Vendor Line : 1
Ref Accounting Line : 1
Ref Type : Memo

▼1st Party Fund Accounting

Fund : 0100
Sub Fund :
Department : 079
Unit : UNIT
Sub Unit :
Appr Unit :

Object : E321
Sub Object :
Revenue :
Sub Revenue :
BSA :
Sub BSA :

OBSA :
Sub OBSA :
Dept Object :
Dept Revenue :

▼1st Party Detail Accounting

Location :
Sub Location :
Activity :
Sub Activity :
Function : CWF1
Sub Function :

Reporting :
Sub Reporting :
Task :
Sub Task :
Task Order :

Major Program :
Program :
Phase :
Program Period :

▼1st Party Service Dates

Service From Date :
Service To Date :

Top

Edit Print Copy Forward Close

Menu

CGI AMS

Check Writer Intercept Transfer (CWI) Document: 2^(nd) Party Accounting

AMSADVANTAGE

Home   Personalize   Help   Accessibility   Logout

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWI 079 CWI01200600000000001 1

Document View
- Header
- Exchange Details
- ✓ 2nd Party Accounting
  - General Information
  - References
  - Fund Accounting
  - Detail Accounting
  - Service Dates
  - Posting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWI - 079- CWI01200600000000001- 1- New- Final

Action Menu

Accounting Summary

	Line Number	Line Amount	Event Type
✂ 📋 ✓	1	$275.92	ED01

Insert New Line Insert Copied Line

First Prev Go To Next Last

Exchange Details 1: >

2nd Party Accounting

▼General Information

Event Type : ED01 >
Accounting Template : JENN D >
Line Description :
Line Amount : $275.92
TIN : 999666817 >
TIN Type : EIN

Budget FY : 2006
Fiscal Year : 2006
Period : 7
Bank : G1 >
Billing Profile :
Entity : 079 >
Debt Type : TAX >
Intercept Fee Code :
Intercept ID : 00000000000000000114
Intercept Date : 01/20/2006

▼References

Ref Doc Code : N/A
Ref Doc Dept : 079
Ref Doc ID : N/A

Ref Vendor Line : 0
Ref Accounting Line : 0
Reference Type : Memo

▼Fund Accounting

Fund : 0100
Sub Fund :
Department : 079
Unit : UNIT
Sub Unit :
Appr Unit :

Object :
Sub Object :
Revenue : R241
Sub Revenue :
BSA :
Sub BSA :

OBSA :
Sub OBSA :
Dept Object :
Dept Revenue :

▼Detail Accounting

Location :
Sub Location :
Activity :
Sub Activity :
Function : AA00
Sub Function :

Reporting :
Sub Reporting :
Task :
Sub Task :
Task Order :

Major Program :
Program :
Phase :
Program Period :

▼Service Dates

Service From Date : 01/20/2006
Service To Date : 01/20/2006

Top

Edit   Print   Copy Forward   Close

Menu

Check Writer Intercept Transfer (CWI) Document: Posting

ADVANTAGE

Home   Personalize   Help   Accessibility   Logout

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWI 079 CWI01200600000000001 1

Document View
- Header
- Exchange Details
- 2nd Party Accounting
- Posting
  - General Information
  - Fund Accounting
  - Detail Accounting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWI - 079- CWI01200600000000001- 1- New- Final

Action Menu

Line	Function	Debit Posting / Credit Posting	Debit Posting Name / Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	D201	Intercept Pbl	$275.92	
		D202	Intercept Cash		$275.92
2	Non-Standard	A001	Cash	$275.92	
		R102	Coll U Rev		$275.92

First Prev Go To Next Last
2nd Party Accounting 1: >

Posting

▾**General Information**

Run Time/Date : 02/01/2006   Budget FY : 2006
Record Date : 02/01/2006   Fiscal Year : 2006
Journal Posting : Posted   Period : 7
Budget Posting : Posted   Post Pair ID : A
Bank Account : G1   Line Amount : $275.92
BSA Type Indicator : Liability   Posting Amount : $275.92
OBSA Type Indicator : Asset   Closed Amount : $0.00

▾**Fund Accounting**

Fund : 0100   Cabinet : CB39   BSA : 0211
Sub Fund :   Department : 079   Sub BSA :
Object : E321   Unit : UNIT   OBSA : 0110
Sub Object :   Sub Unit :   Sub OBSA :
Object Category : 03   Appr Unit :   Dept Object :
Revenue :   Appr Category :   Dept Revenue :
Sub Revenue :   Internal Fund :
Revenue Category :   Internal Sub Fund :
Internal Dept :

▾**Detail Accounting**

Location :   Reporting :   Major Program :
Sub Location :   Sub Reporting :   Program :
Activity :   Task :   Phase :
Sub Activity :   Sub Task :   Program Period :
Function : CWF1   Task Order :   Funding Profile :
Sub Function :   Stage Profile :
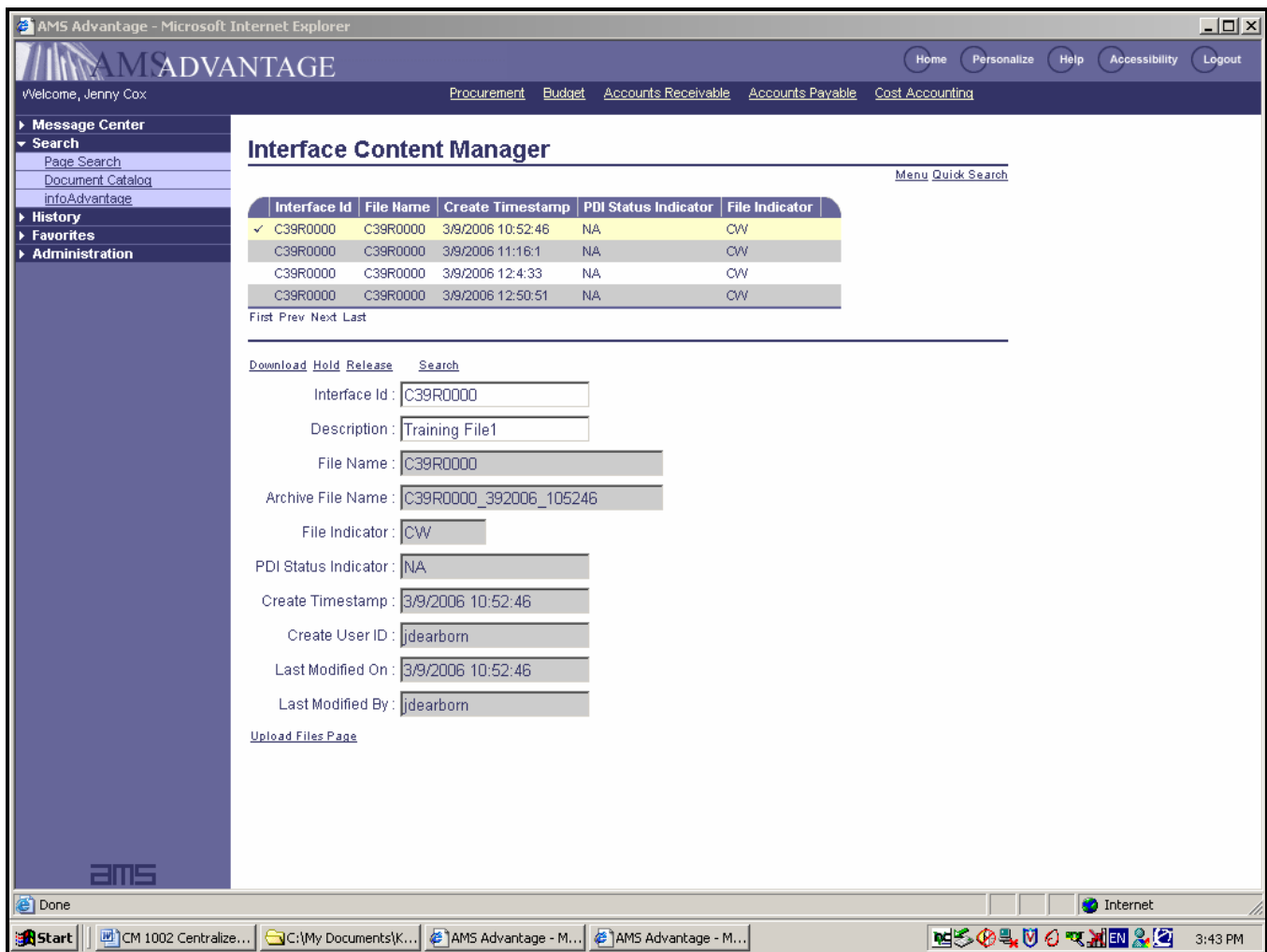Funding Priority :
Funding Line :

Top

Edit   Print   Copy Forward   Close

Menu

Check Writer Check Cancellation (CWC)

The CWC document is used to reclaim funds from checks issued from the Check Writer process. The CWC document will only be generated from the Check Writer Stale Escheat batch process and is prohibited from online creation, cancellation or modification. The CWC documents created will have a Reclassification Type of 'Escheat'.

Check Writer Check Cancellation (CWC) Document: Header

Check Writer Check Cancellation (CWC) Document: Vendor

AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Home   Personalize   Help   Accessibility   Logout

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWC 079 0110060000000000000493

Document View
- ✓ Header
- ✓ Vendor
  - General Information
  - Accounting
  - Posting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWC - 079- 0110060000000000000493- 1- New- Final

Action Menu

	Document Vendor Line Number	Vendor Customer Code	Legal Name	Line Amount	
✓	1	CW0000000002	BOONE READY MIX INC	$2,072.61	

First Prev Go To Next Last

General Information

Vendor Customer Code : CW0000000002	Phone :
Legal Name : BOONE READY MIX INC	Phone Extension :
Alias/DBA :	Fax :
Address Line 1 : BURKE & SCHINDLER CPAS	Fax Extension :
Address Line 2 : 901 ADAMS CROSSING	Email Address :
City : CINCINNATI	Web Address http:// :
State : OH	Principal Contact :
Zip :	Net Amount Paid : 2072.61
Country :	Taxpayer ID Number :
County :	Taxpayer ID Number Type :
	Parent Account Code : CW0000000002
	Default Disbursement Method :
	Disbursement Category :
	EFT Status : Not Eligible for EFT

Top

Edit   Print   Copy Forward   Close

Menu

ams

Internet

Start | CM 1002 Centralize... | C:\My Documents\K... | AMS Advantage - Mi... | AMS Advantage - Mi...   EN   8:50 AM

CGI AMS

Check Writer Check Cancellation (CWC) Document: Accounting

CWC 079 0110060000000000049

Document View
- Header
- Vendor
- ✓ Accounting
  - General Information
  - Reference
  - Fund Accounting
  - Detail Accounting
  - Additional Amounts
  - Additional Information
- Posting

Document Comments
Document History
Document Reference
Future Triggering

CWC - 079- 01100600000000000493- 1- New- Final

Action Menu

	Accounting Line	Line Amount	Line Closed Amount	Event Type
✓	1	$107.98	$0.00	DR03
	2	$0.00	$0.00	DR03
	3	$0.00	$0.00	DR03
	4	$1,964.63	$0.00	DR03

First Prev Go To Next Last
Vendor 1: CW0000000002 >

▼General Information

Event Type : DR03   Budget FY : 2006
Accounting Template :   Fiscal Year : 2006
Check Description :   Period : 6
Line Description :
Check Amount : $107.98
Replacement (flag) : false

▼Reference

Ref Doc Code : N/A   Ref Vendor Line :
Ref Doc Dept : 079   Ref Commodity Line :
Ref Doc ID : CW123456789123123445   Ref Accounting Line : 3
Ref Type : Memo
Ref Line Amount : $0.00

▼Fund Accounting

Fund : 0100   Object : E502   OBSA :
Sub Fund :   Sub Object :   Sub OBSA :
Department : 079   Revenue :   Dept Object :
Unit : CW1   Sub Revenue :   Dept Revenue :
Sub Unit :   BSA :
Appr Unit :   Sub BSA :

▼Detail Accounting

Location :   Reporting :   Major Program :
Sub Location :   Sub Reporting :   Program :
Activity :   Task :   Phase :
Sub Activity :   Sub Task :   Program Period :
Function : AA00   Task Order :
Sub Function :

▼Additional Amounts

Line Amount : $107.98
Discount Line Amount : $0.00
Penalty Line Amount : $0.00
Interest Line Amount : $0.00
Withholding Line Amount : $0.00
Intercept Line Amount : $0.00
Default Intercept Fee Line Amount : $0.00
Supplementary Intercept Fee Line Amount : $0.00
Retainage Line Amount : $0.00
Freight Amount : $0.00
Use Tax amount : $0.00
Tax Amount : $0.00
Line Closed Amount : $0.00
Line Closed Date :

▼Additional Information

Advance Type :
Dyna Bank :

Top

Edit   Print   Copy Forward   Close

Menu

Check Writer Check Cancellation (CWC) Document: Posting

AMS ADVANTAGE

| | | | | Home | Personalize | Help | Accessibility | Logout |

Welcome, jenny cox

Procurement   Budgeting   Accounts Receivable   Accounts Payable

CWC 079 01100600000000000049

Document View

- ✓ Header
- ✓ Vendor
- ✓ Accounting
- ✓ Posting
  - General Information
  - Fund Accounting
  - Detail Accounting
- **Document Comments**
- **Document History**
- **Document Reference**
- **Future Triggering**

CWC - 079- 01100600000000000493- 1- New- Final

Action Menu

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
✓ 1	Non-Standard	D005	Escht Pybl Cash	$107.98	
		D102	Escheat Payable		$107.98

First Prev Go To Next Last

Accounting : 1 >

▼General Information

Run Time/Date : 01/10/2006	Budget FY : 2006
Record Date : 01/10/2006	Fiscal Year : 2006
Journal Posting : Posted	Period : 6
Budget Posting : Posted	Post Pair ID : A
Bank Account : B1	Line Amount : ($107.98)
BSA Type Indicator : Liability	Posting Amount : ($107.98)
OBSA Type Indicator : Asset	Closed Amount : $0.00

▼Fund Accounting

Fund : 0100	Cabinet : CB39	BSA : 0232
Sub Fund :	Department : 079	Sub BSA :
Object : E502	Unit : CW1	OBSA : 0110
Sub Object :	Sub Unit :	Sub OBSA :
Object Category : 04	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function : AA00	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :

Top

Menu

| Edit | Print | Copy Forward | Close |

5 – Other Related Pages

Interface Content Manager (INTCM) & Upload Files Pages

The Interface Content Manager (INTCM) page in conjunction with the Upload Files page (which is accessed from a link on the INTCM page) allows users to upload CW XML files from their local PC or Windows server to the appropriate directory on the eMARS production server. The XML file will then be ready for the CW Table Load chain job.

Interface Content Manager (INTCM) Page

Upload Files Page

6 – Approval Process

Loaded Check Writer files will require two levels of certification (department and central office) before running the CWA Generation job.

Departments will begin by loading a Check Writer file which will insert records to the CWHDR, CWACTG, CWPYMT, and CWADNM tables. A department user will then run the Pre-Edit chain to find any errors that would occur during the processing of the file. After the pre-edit has been run successfully (i.e. error free), a department user will select the department certification checkbox on the CWHDR table and save the record. This will indicate to the central office that the file is ready for further processing.

A central user will then run the Pre-Edit chain to verify that there are no errors in the file. After the pre-edit has been run successfully (i.e. error free), the central user will select the central certification checkbox on the CWHDR table and save the record. The central user can then continue manually processing the file, or allow the file to be processed during the nightly cycle.

7 – Common Errors

If eMARS encounters errors while running jobs, error messages will be written to the job log. Below is a list of errors that may be received in the job log for the Table Load and Pre-Edit jobs. Note that this is not an exhaustive list, just a sampling of some common errors you may receive.

Table Load Errors

Specified CW File 000025.xml does not exist

No CW input files specified exist. At least one valid CW input file must be specified.

- File name entered in the Parameters does not exist. Either file wasn't uploaded to the server, or the name was typed incorrectly.

CW Header Record Dept=079, CW File ID= 30000017 is being processed

unique constraint (O_ST_FIN.PK_RAPCWHDR_R_AP_CW_HDRCW_DEP) violated

- The Department & File ID already exist on the CW Header Table.
- If you need to reload the file, then run the CW Clean Up job first to delete the records from the CW tables.

unique constraint (O_ST_FIN.PK_RAPCWACTG_R_AP_CW_ACTGCW_D) violated

Table: R_AP_CW_ACTGT: CW_DEPT_CD = 079 CW_FILE_ID = 3000009 LN_NO = 1

- The Department, File ID & Accounting Line Number already exist on the Accounting Table.
- The file has more than 1 Accounting Component with the same Line Number. The records will have to be deleted (CW Clean-Up), fixed and reloaded.

unique constraint (O_ST_FIN.PK_RAPCWPYMT_R_AP_CW_PYMTCW_D) violated

Table: R_AP_CW_PYMT: CW_DEPT_CD = 079 CW_FILE_ID = 3000009 LN_NO = 1

- The Department, File ID & Payment Line Number already exist on the Payment Table.
- The file has more than 1 Payment Component with the same Line Number. The records will have to be deleted (CW Clean-Up), fixed and reloaded.

Error Context :START Severity Level :SEVERE Override :2 Message :@Attribute DLVRY_PT not found for data object R_AP_CW_PYMT

- An attribute is missing from the Payment Component. In this example DLVRY_PT was missing from R_AP_CW_PYMT (Payment Component).

Pre Edit Chain Errors

CW File ID does not exist.

- The CW File entered in the Parameters does not exist on the CW Header table.
- Re-run the Pre-Edit job with the correct CW File ID in the parameters.

Component Name :DOC_HDR Severity Level :ERROR Message :Document CWE 079 0000016 already exists.

Severity Level :ERROR Message :Could not create NEW Document CWE 079 0000016

- This should be an uncommon error, but it could happen.
- The CWE document for the Department, CW File ID already exists on the Document Catalog.
- Discard the CWE from the Document Catalog, and re-run the Pre Edit Chain.

Note that the Pre-Edit job will have a return code of 'Non-Fatal Error' if the Check Writer file that is loaded contains all prenotes.

8 – Essential Items

The following are decision items made during the development process and other important information.

- The Check Writer File ID will be comprised as follows:
  - o **Interface Indicator: W** indicates that the ID is a Check Writer.
  - o **System Mnemonic:** Four character description of a system from which the data is coming. It will be based on the Rover ID (i.e. Interface File ID) – *positions 5 through 8* - that is assigned to each Check Writer file
  - o **2-Digit Year**: The last 2 digits of the year of the transaction date.
  - o **3-Digit Julian Day**: Number of a day of the year of the transaction date
  - o **3-Digit Sequence**: Sequentially assigned numbers for Check Writer files created that day.
- Departments may include check and EFT payments on the same Check Writer file.
- Departments may include Prenote and Regular EFT payments on the same Check Writer file.
- Departments may include payments for miscellaneous and non-miscellaneous vendors on the same Check Writer file.
- Departments will not include any credit memo payments (i.e. payment lines with negative amounts) in Check Writer files.
- Departments will not include Check payments with both pre-assigned check numbers and blank check numbers within a single file.
- Payments within a Check Writer file will not be grouped with other payments, i.e. each payment will be considered as "single check".
- Disbursement Format indicates to Treasury the layout of the check or remittance advice. Valid Disbursement Formats are:
  - o CSUP – Child Support
  - o GENC – Generic C Fold
  - o GENZ – Generic Z Fold (default value if none specified)
  - o KERS – Employee's Retirement
  - o KTRS – Teacher's Retirement
  - o PYRL – Payroll
  - o TAXR – Tax Refunds
  - o UINS – Unemployment Insurance
- Disbursement Category indicates to Treasury how the printed checks or remittance advice should be handled. Valid Disbursement Categories are:
  - o SAM – Sealed, Agency Mailed
  - o STH – Sealed, Treasury Hold
  - o STM – Sealed, Treasury Mailed
  - o UAM – Unsealed, Agency Mailed
  - o UTH – Unsealed, Treasury Hold

- If a Miscellaneous Vendor does not have a US address or is NOT 1099 reportable, then the Commonwealth's TIN/TIN type should be used on the file. The TIN is 610600439 and TIN Type is 1.
- If a Miscellaneous Vendor does not have a US address, then the State and Zip Code are not required.
- Payment amounts will be proportionally divided across each accounting line in the file.
  - o Example 1: 1 accounting line $500, 2 payments $300 and $200. The entire amount of each payment will be taken from the single accounting line.
  - o Example 2: 2 accounting lines $400 and $100, 1 payment $500. The payment amount will be divided between the accounting lines.
  - o Example 3: 2 accounting lines $450 and $150, 2 payments $100 and $500. The payment amounts will be divided between the accounting lines based on the percentage each accounting line comprises of the total file amount. In this example, $450 is 75% of the total file amount ($600), and $150 is 25% of the total file amount. These percentages will be used to calculate the payment amount taken from each accounting line. For the first payment of $100, $75 will be taken from the first accounting line ($450) and $25 will be taken from the second accounting line ($150). For the second payment of $500, $375 will be taken from the first accounting line ($450) and $125 will be taken from the second accounting line ($150).

9 – Session Summary

Check Writer Tables

A series of new tables are included in the eMARS application to store all Check Writer file information sent by departments. HTML pages are created to allow for both Central and Departmental inquiries. Access and update authority to the Check Writer tables is tightly controlled through eMARS security functionality. Check Writer tables include:

- CW Pre-Assigned Check Number (CWCHK)
- CW Header (CWHDR)
- CW Accounting (CWACTG)
- CW Payment (CWPYMT)
- CW ACH Addendum (CWADNM)
- CW Vendor Intercept (CWVINCT)

Check Writer Jobs (Processes)
- Check Writer Table Load
- Check Writer Pre-Edit
- Check Writer Clean-Up

Check Writer Documents
- CW Pre-Edit (CWE)
- CW Accounting (CWA)
- CW Intercept (CWI)
- CW Cancellation (CWC)

Other Related Tables
- Intercept Content Manager (INTCM) Page

Review Questions

	Question 1: eMARS Check Writer files which run during the day will bypass vendor offset processing and various edits (e.g. cash and budget/allotment).
A	True
B	False

	Question 2: The pre-assigned check number (CWCHK) table
A	Must have a valid entry made before the corresponding CW file may be processed.
B	Includes starting and ending check numbers that have been pre-assigned for the payment included in the CW file.
C	Automatically updates the Bank table with the next available check number when a record is inserted.
D	All of the above.

	Question 3: The CW Clean-Up process allows department users to
A	Un-certify input file(s) that failed the CW Pre-Edit process
B	Delete all information loaded into the CW tables from Check Writer input file(s)
C	Delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process
D	Automatically correct file(s) that failed the CW Pre-Edit process

	Question 4: The Check Writer Vendor Intercept table
A	Records the number of times the payment is intercepted and the number of accounting lines associated with the payment.
B	Is used for online inquiry of Check Writer payment intercept information.
C	Records are generated by the Check Writer CWA Generation batch process when payments for vendors with outstanding debts are intercepted.
D	All of the above.

	Question 5: The CWA document posts accounting lines to the respective eMARS journals for Check Writer payments, post entries for payments that have been intercepted and can only be created through an offline process.
A	True
B	False

	Question 6: After the pre-edit has been run successfully, a department user selects the department certification checkbox on the CWHDR table and save the record. This indicates to the central office that the file is ready for further processing.
A	True
B	False

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Exercises

> **NOTE:** These exercises may also be run within our eMARS Learning Environment. For access please see the eMARS website (http://finance.ky.gov/internal/emars/

Scenario

You are the employee authorized to execute the Check Writer jobs for your agency. Use the information on your student card to run the jobs listed below.

Task Overview

Using Page Search, access the BATRUN page to submit the Check Writer jobs listed below. Then use Page Search to access the BATJOBS page to view the job run status.

Exercise 1 – Upload Check Writer Interface File

Exercise 2 – Run Check Writer Table Load Chain Job

- Review the CW Header (CWHDR) page

Exercise 3 – Run the CW Pre-Edit Chain Job

- Update the CW Header (CWHDR) page

Exercise 4 – Run the CW Clean Up Batch Job

Exercise - Log in to eMARS
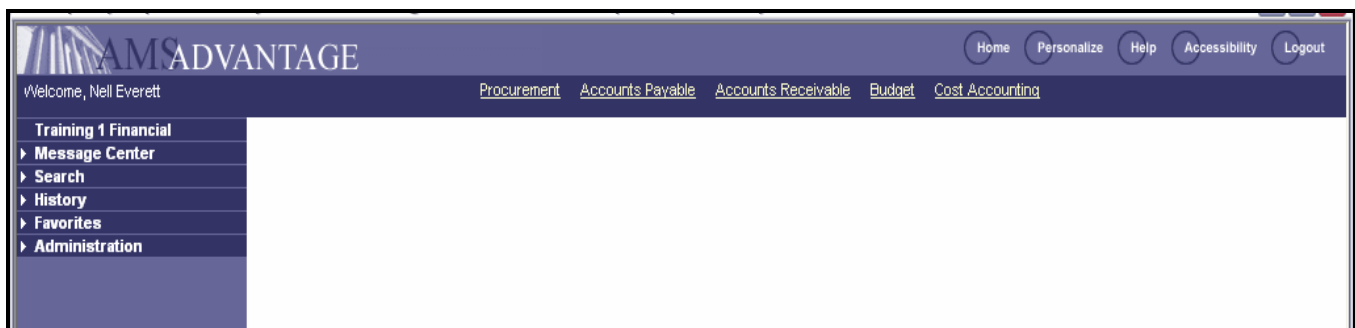
You will use a Training ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

1. From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Training ID on the student card. **NOTE: User Names are case sensitive.**
Password	Enter your Password and click **Login**. **NOTE: Passwords are case sensitive.**
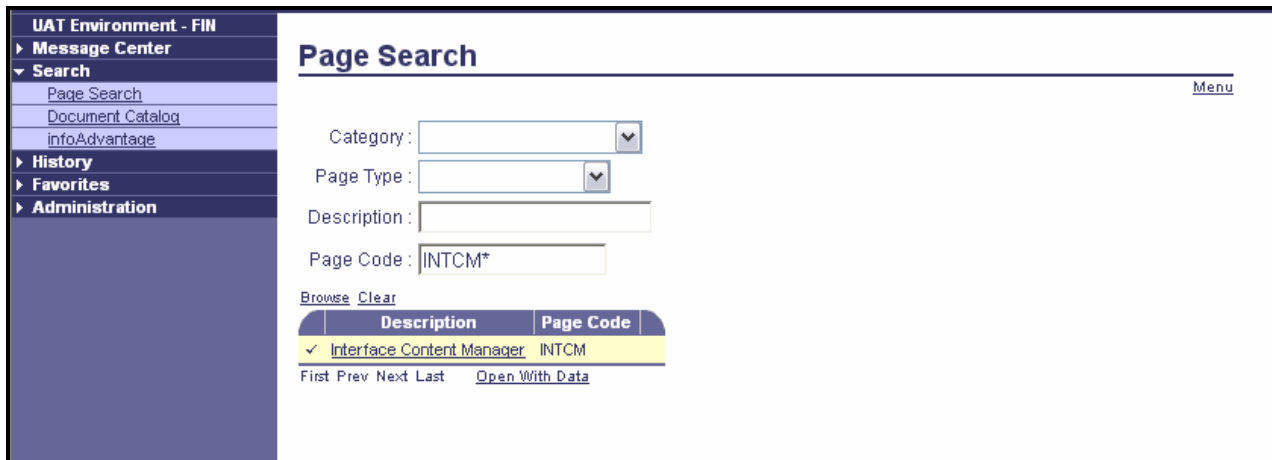
The Home Page appears.

Exercise 1 — Upload Check Writer Interface File

Procedures

2. From the eMARS Home page, click **Search** in the secondary navigation panel.

3. Click **Page Search**.

4. In the Page Code field type **INTCM**.

5. Click **Browse**.

6. Click the **Interface Content Manager** link.

7. Click the **Upload Files Page** link.

8. Enter the following information:

Required Fields	Values
Interface Id	See student card
Description	Training CW File
Attachment File	See student card
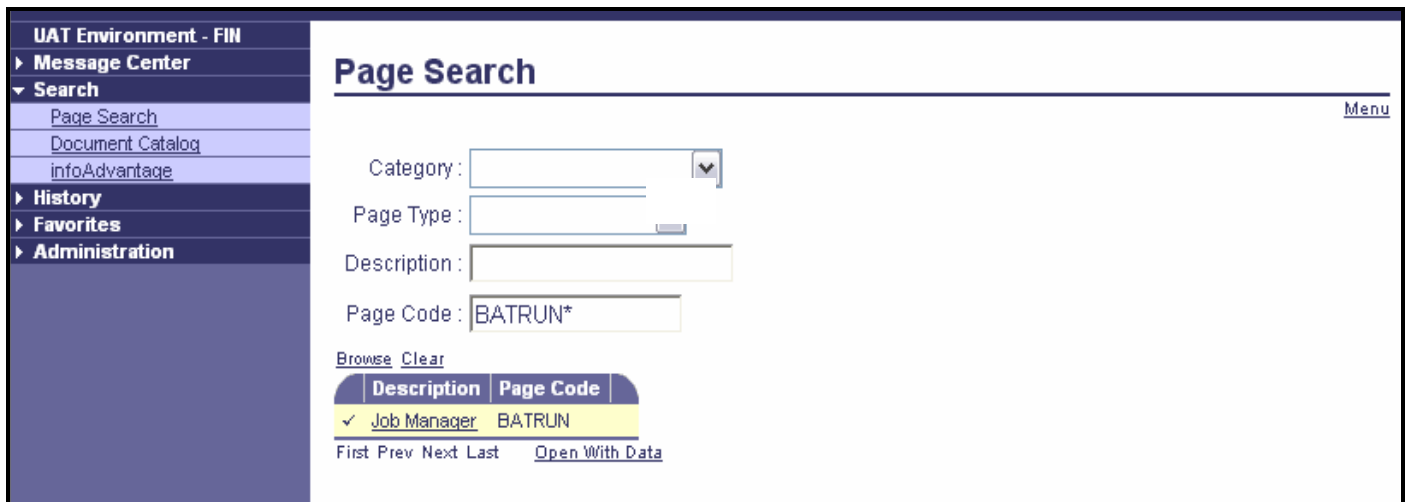
9. Click **Upload File**. This will return you to the Interface Content Manager page with your file information populated.

10. Click **Home**.

Exercise 2 — Run Check Writer Table Load Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.

2. Click **Page Search**.

3. In the Page Code field type **BATRUN**.

4. Click **Browse**.

5. Click the **Job Manager** link.

6. Click the **Maximize** button in the upper right corner.

7. Click **Financial** in the secondary navigation panel.

8. Click **Check Writer**.

9. Click **Chain Jobs**.

10. Click **Check Writer Table Load**.

11. Click **Schedule New Chain Job**.

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074001**.

13. Click **Save**.

14. Click **Setup Parameters**.

15. Click **Edit Job Parameters**.

Job Parameters for Header Load

Parameter Description	Parameter Value
✓ (Required) File location on	$$AMSEXPORT$$
(Required) File location on	$$AMSIMPORT$$
(Required) File location on	$$AMSPARM$$
(Required) Name of Component XML file	CWCompUpload.xml
(Required) Name of input CW file(s).	
(Required) Name of CW Component	LoadComponentParm.txt
(Optional) User ID to be used during	

Save Undo   First Prev Next Last

OK Cancel

16. Enter the following information:

Field	Value
(Required) Name of input CW file(s).	See student card

17. Click **Save**.

Job Parameters for Header Load

Parameter Description	Parameter Value
(Required) File location on	$$AMSEXPORT$$
(Required) File location on	$$AMSIMPORT$$
(Required) File location on	$$AMSPARM$$
(Required) Name of Component XML file	CWCompUpload.xml
✓ (Required) Name of input CW file(s).	7580031.xml
(Required) Name of CW Component	LoadComponentParm.txt
(Optional) User ID to be used during	

Save Undo   First Prev Next Last

OK Cancel

18. Click **OK**. The Job List grid appears.

Job List

	Job ID	Job	Item Type	Scheduled Time
✓	14210	Header Load	System Batch	03-09-2006 18:22
	14211	Component Load	System Batch	03-09-2006 18:22

First Prev Next Last
Edit Job Parameters

OK Cancel

19. Click **OK**. The New Job page opens.

New Job

Menu

Save Undo

Job ID : 14209   Job : CW Table Load

Job Name : 785UNITW000006074001   Run Option : Run Immediate

App Server Id :   App Server Name :

Scheduled Time : 03-09-2006 18:22   Don't Schedule After : 03-09-2006 18:22

Number of Runs :   Pre Condition Return Code :

Run After Completing Job :

Top

Setup Parameters Submit Request

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.

2. In the Page Code field type **BATJOBS**.

3. Click **Browse**.

UAT Environment - FIN

▶ Message Center
▼ Search
    Page Search
    Document Catalog
    infoAdvantage
▶ History
▶ Favorites
▶ Administration

Page Search

Menu

Category :

Page Type :

Description :

Page Code : BATJOBS*
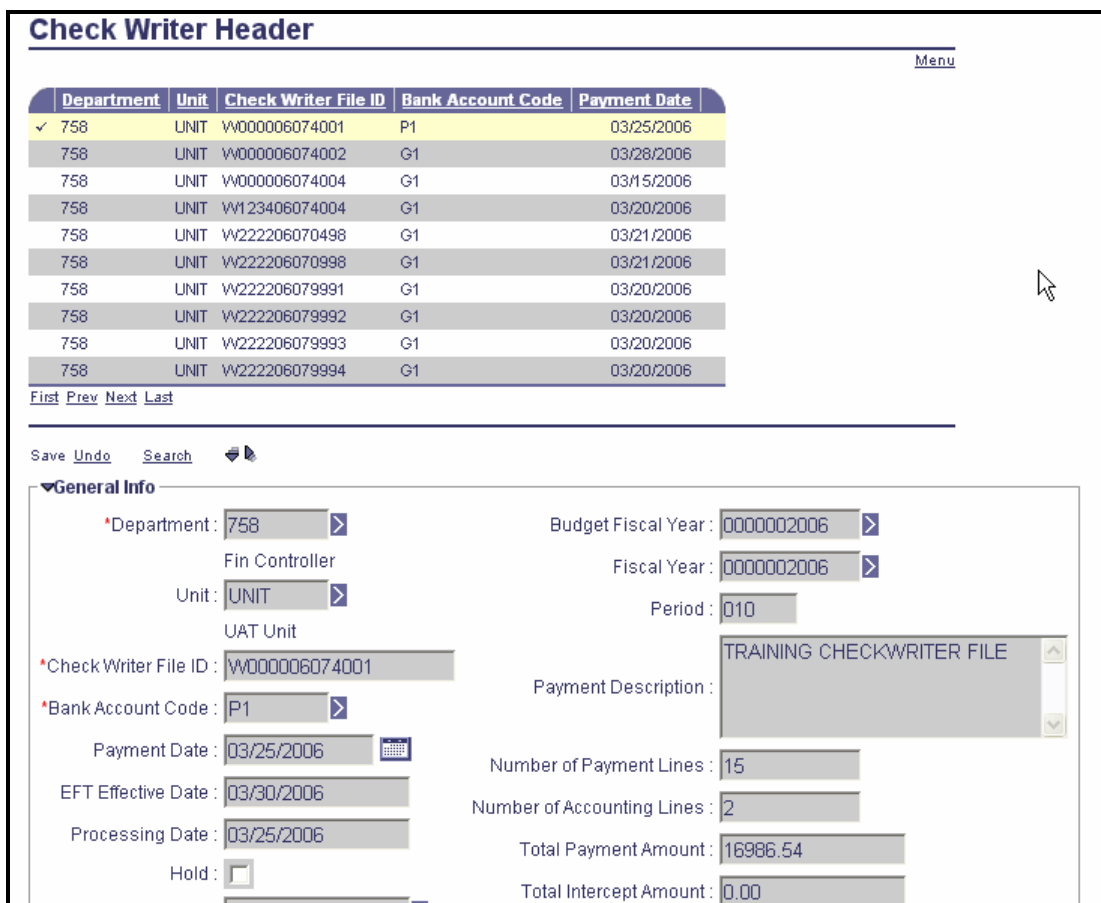
Browse Clear

Description	Page Code
✓ View All Jobs	BATJOBS

First Prev Next Last   Open With Data

4. Click the **View All Jobs** link.

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.

6. Scroll right and click the **View Jobs** link.

7. Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.

8. Click **Home**.

Review the CW Header (CWHDR) Table

1. Click Page Search.

2. In the Page Code field type **CWHDR**.

3. Click **Browse**.

4. Click the **Check Writer Header** link.

5. Click **Search**.

6. Enter the following information:

Field	Value
Department	See student card
Unit	UNIT
Check Writer File ID	See student card

7. Click **Ok**.

Exercise 3 — Run the CW Pre-Edit Chain Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.

2. Click **Page Search**.

3. In the Page Code field type **BATRUN**.

4. Click **Browse**.

5. Click the **Job Manager** link.

6. Click the **Maximize** button in the upper right corner.

7. Click **Financial** in the secondary navigation panel.

8. Click **Check Writer**.

9. Click **Chain Jobs**.

10. Click **CW Pre-Edit**.

Job Chain for CW Pre-Edit

Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
✓ Inferences & Validations	Report	1	Successful	☐
Accounting Document XML Generation	System Batch	2	Warning	☐
Load & Validate	System Batch	3	Successful	☐
Generate Accounting Report	Report	4	Successful	☐
Discard	System Batch	5	Warning	☐

Save Undo   First Prev Next Last

Schedule New Chain Job View Job Summary

11. Click **Schedule New Chain Job**.

New Job

Menu

Save Undo

Job ID :

Job :

Job Name :

Run Option : Run Immediate

App Server Id :

App Server Name :

Scheduled Time : 03-10-2006 18:41

Don't Schedule After : 03-10-2006 18:41

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

Top

Setup Parameters Submit Request

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074001**.

13. Click **Save**.

14. Click **Setup Parameters**.

15. Verify that the first job in the Pre-Edit chain is selected. Click **Edit Job Parameters**.

Job Parameters for Inferences & Validations

Parameter Description	Parameter Value
✓ Accounting Document XML	CreateCWAXML.txt
CWA XML Location	$$AMSEXPORT$$
Log File Location	$$AMSLOGS$$
Parameter File Location	$$AMSPARM$$
Chain ID	$$@CHAINJOBID@$$
Client Name (Optional)	Commonwealth of Kentuck
CWA Document Code	CWE
Department Code	
CW File ID	
Discard Parameter File Name.	DiscardCWADoc.txt

Save Undo   First Prev Next Last

OK Cancel

16. Enter the following information:

Field	Value
Department Code	See student card
CW File ID	See student card

17. Click **Save**.

18. Click **OK**.

Job List

	Job ID	Job	Item Type	Scheduled Time
✓	14534	Inferences & Validations	Report	03-10-2006 18:41
	14535	Accounting Document XML Generation	System Batch	03-10-2006 18:41
	14536	Load & Validate	System Batch	03-10-2006 18:41
	14537	Generate Accounting Report	Report	03-10-2006 18:41
	14538	Discard	System Batch	03-10-2006 18:41

First Prev Next Last
Edit Job Parameters

OK Cancel

19. Click **OK**.

New Job

Save Undo

Job ID : 14533   Job : CW Pre-Edit
Job Name : 785UNITW000006074001   Run Option : Run Immediate
App Server Id :   App Server Name :
Scheduled Time : 03-10-2006 18:41   Don't Schedule After : 03-10-2006 18:41
Number of Runs :   Pre Condition Return Code :
Run After Completing Job :

Top
Setup Parameters Submit Request

20. Click **Submit Request**.

21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.

2. In the Page Code field type **BATJOBS**.

3. Click **Browse**.

4. Click the **View All Jobs** link.

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.

6. Scroll right and click the **View Jobs** link.

7. Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.

8. Click **Home**.

Update the CW Header (CWHDR) Table

1. Click **Page Search**.

2. In the Page Code field type **CWHDR**.

3. Click **Browse**.

4. Click the **Check Writer Header** link.

5. Click **Search**.

6. Enter the following information:

Field	Value
Department	See student card
Unit	UNIT
Check Writer File ID	See student card

7. Click **Ok**.

8. Expand the **Processing Management Status** section and verify the **Pre-Edit Successful** checkbox is selected. Your user ID will also be shown as having run the Load and Pre-Edit jobs.

9. Expand the **Certification Management** section of the Check Writer Header page.
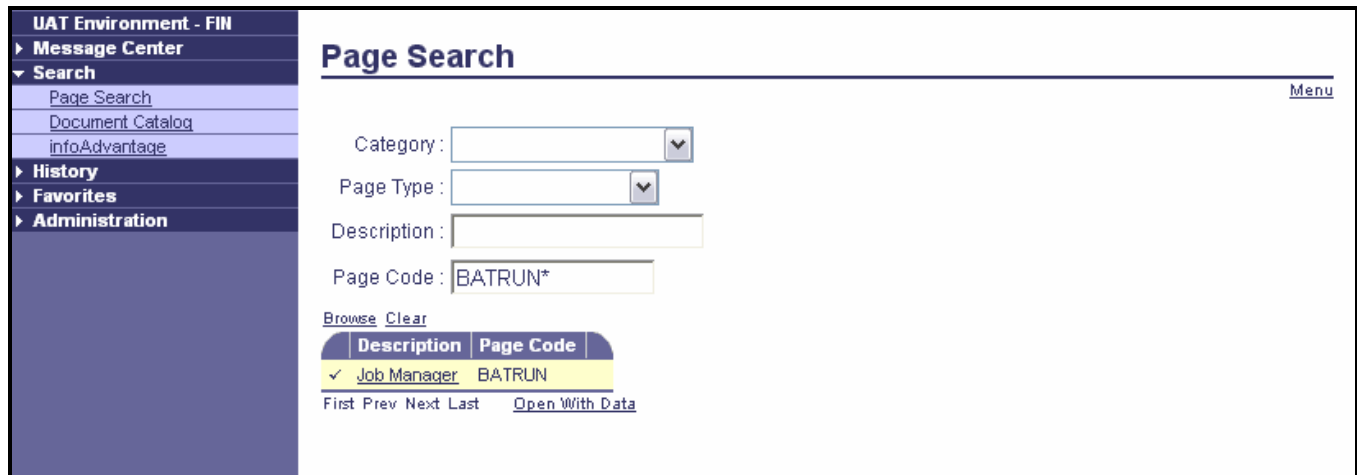
10. Click the **Department Certification** check box.

11. Click **Save**.

12. Click **Home**.

Exercise 4 — Run the Check Writer Clean Up Job

Procedures

1. From the eMARS Home page, click **Search** in the secondary navigation panel.

2. Click **Page Search**.

3. In the Page Code field type **BATRUN**.

4. Click **Browse**.

5. Click the **Job Manager** link.

6. Click the Maximize button in the upper right corner.

7. Click **Financial** in the secondary navigation panel.

8. Click **Check Writer**.

9. Click **Chain Jobs**.

10. Click **CW Pre-Edit**.

Job Chain for CW Pre-Edit

Menu

		Catalog Label	Item Type	Sequence Number	Acceptable Job Return Code	Disable Job
	✓	Inferences & Validations	Report	1	Successful	☐
		Accounting Document XML Generation	System Batch	2	Warning	☐
		Load & Validate	System Batch	3	Successful	☐
		Generate Accounting Report	Report	4	Successful	☐
		Discard	System Batch	5	Warning	☐

Save Undo   First Prev Next Last
Schedule New Chain Job View Job Summary

11. Click **Schedule New Chain Job**.

New Job

Menu

Save Undo

Job ID :

Job :

Job Name :

Run Option : Run Immediate ▼

App Server Id :

App Server Name :

Scheduled Time : 03-12-2006 12:45

Don't Schedule After : 03-12-2006 12:45

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

Top
Setup Parameters Submit Request

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

14. Click **Setup Parameters**.

15. Click **Edit Job Parameters**.

Job Parameters for Inferences & Validations

Menu

Parameter Description	Parameter Value
✓ Accounting Document XML	CreateCWAXML.txt
CWA XML Location	$$AMSEXPORT$$
Log File Location	$$AMSLOGS$$
Parameter File Location	$$AMSPARM$$
Chain ID	$$@CHAINJOBID@$$
Client Name (Optional)	Commonwealth of Kentuck
CWA Document Code	CWE
Department Code	
CW File ID	
Discard Parameter File Name.	DiscardCWADoc.txt

Save Undo   First Prev Next Last

OK Cancel

16. Enter the following information:

Field	Value
Department Code	See student card
CW File ID	See student card

17. Click **Save**.

18. Click **OK**.

Job List

19. Click **OK**.

New Job

20. Click **Submit Request**.
21. Click **Close**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

4. Click the **View All Jobs** link.

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.

6. Scroll right and click the **View Jobs** link. Confirm the **Return Code** is Successful.

7. Click **View Log**.

8. Click the first **View Reports** link on the list.

9. Select either **HTML** or **PDF** to view the report.

10. Review the errors listed on the Non-Accounting Report.

11. Click the second **View Reports** link on the list.

12. Select either **HTML** or **PDF** to view the report.

13. Review the errors listed on the Accounting Report.

14. Click **Home**.

Run the CW Clean Up Batch Job

1. From the eMARS Home page, click **Search** in the secondary navigation panel.

2. Click **Page Search**.

3. In the Page Code field type **BATRUN**.

4. Click **Browse**.

5. Click the **Job Manager** link.

6. Click the **Maximize** button in the upper right corner.

7. Click **Financial** in the secondary navigation panel.

8. Click **Check Writer**.

9. Click **Batch Jobs - CW**.

10. Click **CW Clean Up**.

11. Click **Schedule New Job**.

New Job

Save Undo

Job ID :

Job :

Job Name :

Run Option : Run Immediate

App Server Id :

App Server Name :

*Scheduled Date/Time : 03-12-2006 13:04

Don't Schedule After : 03-12-2006 13:04

Number of Runs :

Pre Condition Return Code :

Run After Completing Job :

Top

Setup Parameters Submit Request

12. Enter the following information:

Field	Value
Job Name	See student card

The job name is comprised of the Department, Unit, and File ID specified in the Check Writer file. For example: **785 UNIT W000006074002**.

13. Click **Save**.

14. Click **Setup Parameters**.

15. Enter the following information:

Field	Value
Department Code	See student card
CW File ID(s) to be processed	See student card
Unit	UNIT

Job Parameters for CW Clean Up

Parameter Description	Parameter Value
✓ Department Code (Required if Delete	785
CW File ID(s) to be processed.	W000006074002
Unit.	UNIT
Delete All (Possible values are "Yes"	No

Save Undo   First Prev Next Last

OK | Cancel

16. Click **Save**.

17. Click **OK**.

New Job

Save Undo

Job ID : 14607   Job : CW Clean Up

Job Name : 785UNITW000006074002   Run Option : Run Immediate

App Server Id :   App Server Name :

*Scheduled Date/Time : 03-12-2006 13:04   Don't Schedule After : 03-12-2006 13:04

Number of Runs :   Pre Condition Return Code :

Run After Completing Job :

Top
Setup Parameters Submit Request

18. Click **Submit Request**.

19. Click **Close**.

20. Click **Home**.

Review the Job Inquiry (BATJOBS) Page

1. Click **Page Search**.
2. In the Page Code field type **BATJOBS**.
3. Click **Browse**.

4. Click the **View All Jobs** link.

In production, you will only be able to see the jobs run with your User ID. If a job is currently running, you can click Browse to refresh the screen and update the Return Code.

5. Identify the job you just ran.

6. Scroll right and click the **View Jobs** link.

7. Confirm the **Return Code** is Successful. If not, review the log to see why the job failed.

8. Click **Home**.

<u>Review the CW Header (CWHDR) Table</u>

1. Click **Page Search**.

2. In the Page Code field type **CWHDR**.

3. Click **Browse**.

4. Click the **Check Writer Header** link.

Check Writer Header

5. Click **Search**. The Search panel opens.

6. Enter the following information:

Field	Value
Department	See student card
Unit	UNIT
Check Writer File ID	See student card

7. Click **Ok**.

8. Verify that the file has been deleted.

9. Click **Home**.

Logout

You will conclude this exercise by logging out of the application:

1. Click **Logout**. This closes the Advantage 3 application and ends your session. You can now close the open browser windows.

> **NOTE:** Please remember to select Logout prior to closing your eMARS session. Just closing the page will not immediately end your session.

Review Answers

Question 1: eMARS Check Writer files which run during the day will bypass vendor offset processing and various edits (e.g. cash and budget/allotment).	
B	False (page 5)
Question 2: The pre-assigned check number (CWCHK) table	
D	All of the above. (page 11)
Question 3: The CW Clean-Up process allows department users to	
C	Delete all information loaded into the CW tables from Check Writer input file(s) that failed the CW Pre-Edit process (page 39)
Question 4: The Check Writer Vendor Intercept table	
D	All of the above. (page 36)
Question 5: The CWA document posts accounting lines to the respective eMARS journals for Check Writer payments, post entries for payments that have been intercepted and can only be created through an offline process.	
A	True (page 41)
Question 6: After the pre-edit has been run successfully, a department user selects the department certification checkbox on the CWHDR table and save the record. This indicates to the central office that the file is ready for further processing.	
A	True (page 54)

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Appendix A – eMARS Check Writer XML Input File Layout

Header Component

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
CW_DEPT_CD	Department	The Department Code of the department submitting the CW file.	R	Varchar2	4	Must be valid on the Department Fiscal Year Controls table. This Code along with the Check Writer File ID must be unique in eMARS.
CW_FILE_ID	Check Writer File ID	Check Writer File ID assigned by the submitting departments.	R	Varchar2	20	This ID along with the Check Writer Department Code must be unique in eMARS.
CW_UNIT_CD	Unit	The Unit Code of the department submitting the CW file.	R	Varchar2	4	Must be valid on the Unit table.
BANK_ACCT_CD	Bank Account Code	Used to assign check numbers for check payments, if check numbers are not already pre-assigned and tracking numbers for EFT payments.	R	Varchar2	4	Must be a valid on the Bank table. The MARS bank account code will continue in eMARS.
PYMT_DT	Payment Date	The date to be printed on each check, or used to determine the Settlement Date for EFT payments.	R	Date	10	Must be a valid date with the format "yyyy-mm-dd". The difference between the provided Payment Date and the processing date must not exceed 45 calendar days.
PYMT_DSCR	Payment Description	User provided information that describes the check writer file.	O	Varchar2	60	
CNTAC_CD	Contact	The contact code of the department that its address will appear as the "Return Address" on the check.	R	Number	19	Must be valid on the Contact table. Valid values are not yet determined and will be provided at a later date.

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
BFY	Budget Fiscal Year	The budget fiscal year associated with the check writer file.	CR	Number	4	Leave blank unless it is July and the document needs to be posted in the prior year. If left blank, the system will populate it with the Fiscal Year of the CWA document Record Date on associated document. If posting to a prior fiscal year, provide the budget fiscal year. If provided, must be valid on the Fiscal Year table and follow the format "YYYY".
FY	Fiscal Year	The fiscal year associated with the check writer file.	CR	Number	4	Leave blank unless it is July and the document needs to be posted in the prior year. If left blank, the system will populate it with the Fiscal Year of the CWA document Record Date on associated document. If posted to the 13th accounting period in the prior fiscal year, the Fiscal Year must be entered. If provided, must be valid on the Fiscal Year table and follow the format "YYYY".

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
PER	Period	The accounting period associated with the check writer file.	CR	Number	2	Leave blank unless it is July and the document needs to be posted in the prior year. If left blank, the system will populate it with the Fiscal Period of the CWA document Record Date on associated document. If posted to the 13th accounting period in the prior fiscal year, the Fiscal Period must be entered. If provided, the valid value is 13.
EFT_FRMT	EFT Format	It indicates the format that will be used to generate the ACH file. It will be used if a CW file included EFT payments.	O	Varchar2	4	Valid values are: CCD and PPD. If left blank, it will be inferred from the Default ACH Format on the Check Writer Options table which will be set to "CCD".

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
CHK_FRMT	Check Format	It indicates the format of the check stock that will be used for printing checks or remittance advice for EFT payments. It will be used if a CW file included check payments or EFT payments with remittance advice. Check Format codes will be like the Check Types on the Check Category table in MARS (e.g. Employment Retirement, Payroll, Child Support, Unemployment Insurance and Teacher's Retirement).	O	Varchar2	4	Valid values are stored on the Disbursement Format table where the Disbursement Type is set to "check". If left blank, it will be inferred from the Default Check Format on the Check Writer Options table which will be set to "GENZ" (i.e. z-fold checks). Other valid values on the Disbursement Format table are: • GENC: Generic C, • KERS: Employee's Retirement, • FINC: Finance, • TRES: Treasury, • PYRL: Payroll, • CSUP: Child Support, • KTRS: Teacher's Retirement, • UINS: Unemployment Insurance.

XML Tag	Caption on CW Header Table	Description	R/C	Type	Max Size	Comments
DISB_CAT	Disbursement Category	Disbursement Category codes will be like the Check/Seal Indicators on the Check Category table in MARS (e.g. Unsealed Treasury Hold, Unsealed Treasury Mailed, Unsealed Agency Mailed, Sealed Treasury Hold, Sealed Treasury Mailed, and Sealed Agency Mailed).	O	Varchar2	4	Valid values are stored on the Disbursement Category table. If left blank, it will be inferred from the Default Disbursement Category on the Check Writer Options table which will be set to "STM" (i.e. sealed/Treasury Mailed). Other valid values on the Disbursement Category table are: - UTH (Unsealed Treasury Hold), - UAM (Unsealed Agency Mailed), - STH (Sealed Treasury Hold), - SAM (Sealed Agency Mailed)
TOT_PYMT_AM	Total Payment Amount	Total amount of the payment lines in a check writer file.	R	Decimal (14,2)	15	Must match the sum of accounting line amounts as well the sum of payment amounts. It cannot be a negative amount. It can only be zero if the file includes only payments with $0 amounts. The format is 999999999999.99.
NO_ACTG_LN	Number of Accounting Lines	Total number of the accounting lines in a check writer file.	R	Number	3	Must match number of accounting lines in the file.
NO_PYMT_LN	Number of Payment Lines	Total number of payment lines in a check writer file.	R	Number	6	Must match number of payment lines in the file.
PERMIT_NO	Permit Number	Agencies can provide a Postal Permit Number to mail material without affixing postage.	O	Varchar2	10	

Accounting Component

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
LN_NO	Line Number	The accounting line number that uniquely identifies each accounting line within a CW file.	R	Number	5	Must be unique within a check writer file.
EVNT_TYP	Event Type	An event type identifies the type of financial activity for an accounting line. The activity may or may not have an accounting impact on the journals.	R	Varchar2	4	Must be valid on the Event Type table. Valid values are: • CA01 (when Object is coded) • CA02 (when Revenue Source is coded)
ACTG_TMPL_ID	Accounting Template ID	Accounting templates are used to bring in chart of account element codes for ease of data entry on documents.	R	Varchar2	6	Must be valid on the Accounting Template table.
FUND_CD	Fund	The identification code associated with the fund.	O	Varchar2	4	If entered, must be valid on the Fund table.
SFUND_CD	Sub Fund	The identification code associated with the sub-fund.		Varchar2	4	If entered, must be valid on the Sub Fund table. To enter a Sub Fund Code, the Fund Code must be entered.
DEPT_CD	Department	An identification code assigned to a central organizational level element.	R	Varchar2	4	Must be valid on Department Fiscal Year Controls table.
UNIT_CD	Unit	Unit is the lowest organizational level in the main organizational structure. Only sub unit is lower, but it is not necessarily required as the unit is. At the unit level, all the organizational elements it reports to are defined so that they are inferred to accounting documents.	O	Varchar2	4	If entered, must be valid on the Unit table.

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
SUNIT_CD	Sub Unit	Sub Unit is a means of breaking down a unit code into smaller measurements. It is the lowest level of organizational structure.	O	Varchar2	4	If entered, must be valid on the Sub Unit table. To enter a Sub Unit Code, the Unit Code must be entered.
APPR_CD	Appr Unit	The identification code assigned to a single appropriation unit. An appropriation is a budgeting Chart of Accounts element.	O	Varchar2	9	If entered, must be valid on the Appropriation table.
OBJ_CD	Object	The identification code associated with an object of expenditure. Object is a fund accounting Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Object table.
SOBJ_CD	Sub Object	The identification code associated with the sub-object. Sub-object is a fund accounting Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Sub Object table. To enter a Sub Object Code, the Object Code must be entered.
RSRC_CD	Revenue Source	Revenue sources are used to track individual sources of revenue taken in.	O	Varchar2	4	If entered, must be valid on the Revenue Source table.
SRSRC_CD	Sub Revenue Source	The identification code associated with the sub-revenue source.	O	Varchar2	4	If entered, must be valid on the Sub Revenue Source table. To enter a Sub Revenue Source Code, the Revenue Source Code must be entered.
DOBJ_CD	Dept Object	The identification code assigned to the Department object.	O	Varchar2	4	If entered, must be valid on the Department Object table.
DRSRC_CD	Dept Revenue Source	The identification code assigned to the Department Revenue Source.	O	Varchar2	4	If entered, must be valid on the Department Revenue Source table.

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
ACTV_CD	Activity	The identification code associated with the activity. An activity is an internal program that you want to define for budgeting and/or reporting purposes.	O	Varchar2	4	If entered, must be valid on the Activity table.
SACTV_CD	Sub Activity	The identification code associated with the sub-activity.	O	Varchar2	4	If entered, must be valid on the Sub Activity table. To enter a Sub Activity Code, the Activity Code must be entered.
FUNC_CD	Function	The identification code associated with the function. The function code defines broad operational objectives, such as instruction, support services, and facilities acquisition.	O	Varchar2	10	If entered, must be valid on the Function table.
SFUNC_CD	Sub Function	The identification code associated with the sub-function.	O	Varchar2	4	If entered, must be valid on the Sub Function table. To enter a Sub Function Code, the Function Code must be entered.
BSA_CD	BSA	The identification code assigned to the balance sheet account.	O	Varchar2	4	If entered, must be valid on the BSA table.
SBSA_CD	Sub BSA	The identification code assigned to the Sub Balance Sheet Account.	O	Varchar2	4	If entered, must be valid on the Sub BSA table. To enter a Sub BSA Code, the BSA Code must be entered.
RPT_CD	Reporting	The reporting code element is a programmatic element that can be used in many different ways for measurement and tracking. It is even used as an informal cost accounting entity at times. It can be used on all accounting documents and is stored in journals and optionally in ledgers.	O	Varchar2	10	If entered, must be valid on the Reporting Code table.
SRPT_CD	Sub Reporting	Sub reporting codes are used	O	Varchar2	4	If entered, must be valid on the

XML Tag	Caption on CW Accounting Table	Description	R/C	Type	Max Size	eMARS Comments
		to further define a specific reporting code.				Sub Reporting table. To enter a Sub Reporting Code, the Reporting Code must be entered.
LOC_CD	Location	The identification code assigned to the location. Location is a programmatic Chart of Accounts element.	O	Varchar2	4	If entered, must be valid on the Location table.
SLOC_CD	Sub Location	The identification code associated with the sub-location.	O	Varchar2	4	If entered, must be valid on the Sub Location table. To enter a Sub Location Code, the Location Code must be entered.
TASK_CD	Task	The unique identification code assigned to the task.	O	Varchar2	4	If entered, must be valid on the Task table.
STASK_CD	Sub Task	The sub task is a means of breaking down tasks into smaller components.	O	Varchar2	4	If entered must be valid on Sub Task table. To enter a Sub Task Code, the Task Code must be entered.
TASK_ORD_CD	Task Order	The unique identification code assigned to the task order.	O	Varchar2	6	If entered, must be valid on the Task Order table.
PROG_CD	Program	The identification code assigned to the program. Program is a cost accounting Chart of Accounts element.	O	Varchar2	10	If entered, must be valid on the Program Setup table.
PHASE_CD	Phase	The identification code assigned to the phase. Phase is a cost accounting Chart of Accounts element representing a phase of a program.	O	Varchar2	6	If entered, must be valid on the Program Phase table. To enter a Phase Code, the Program Code must be entered.
PPC_CD	Program Period	The identification code assigned to the program period.	O	Varchar2	6	If entered, must be valid on the Program Period table. To enter a Program Period Code, the Program Code must be entered (to infer the Major Program).
LN_AM	Line Amount	Amount charged to the accounting line.	R	Decimal (14,2)	15	It can only be zero or greater, but cannot be negative amount. The format is 999999999999.99

Payment Component

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
LN_NO	Line Number	The payment line number that uniquely identifies each payment line within a CW file.	R	Number	5	Must be unique with in a check writer file.
VEND_CUST_CD	Vendor Customer	The unique identifier assigned to the vendor/customer and defined on the Vendor Customer table.	R	Varchar2	20	Must be valid the Vendor/Customer table (VCUST) and can be a miscellaneous vendor. Valid miscellaneous vendor codes are: - **ZZMISCINDV** for individual - **ZZMISCCORP** for Incorporated - **ZZMISCPART** for Partnership
TIN	Taxpayer ID Number	The taxpayer identification number (TIN).	CR	Varchar2	9	Required if the vendor code is miscellaneous on the Vendor Customer Table and at least one accounting line includes a 1099 reportable Object code.
TIN_TYP	TIN Type	The type associated with the taxpayer identification number.	CR	Varchar2	1	Required if the TIN was required. Valid values are: - "1" for EIN, - "2" for SSN/ITIN/ATIN
AD_ID	Address ID	The Vendor Address ID on the Vendor/Customer table.	CR	Varchar2	20	For miscellaneous vendors, it must be blank. For non-miscellaneous vendor codes, it will be required for vendor codes with no active default Payment Address ID. If entered, must be a valid Vendor Address ID for the Vendor/Customer Code on the VCUST table.

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
CNTAC_ID	Contact Code	The Vendor Contact ID on the Vendor/Customer table.	O	Varchar2	20	For miscellaneous vendors, it must be blank. For non-miscellaneous vendor codes it is optional. If entered, must be a valid Vendor Contact ID for the Vendor/Customer Code on the VCUST table.
LGL-NM	Legal Name	The legally defined name of the company or individual to be printed on the check.	CR	Varchar2	60	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Legal Name on the Vendor Customer table.
ALIAS_NM	Alias/DBA	The alternate name of the company or individual to be printed on the check.	O	Varchar2	60	For non-miscellaneous vendors, if it exists on the Vendor Customer table, then it will be inferred / overwritten from corresponding Alias Name.
AD_LN_1	Address Line 1	The first line of the mailing address.	CR	Varchar2	75	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Vendor Address Line 1 on the Vendor Customer table based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
AD_LN_2	Address Line 2	The second line of the mailing address.	O	Varchar2	75	For non-miscellaneous vendors, if it exists on the Vendor Customer table, it will be inferred / overwritten from corresponding Vendor Address Line 2 based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).
CITY	City	The city name associated with the address.	CR	Varchar2	60	Required for miscellaneous vendors. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding City on the Vendor Customer table based on the provided Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).
ST	State/Province	The state or province associated with the address.	CR	Varchar2	2	Required if miscellaneous vendor and Country Code is either "USA" or Blank. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding State/Province Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code).

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
ZIP	Zip	The zip code or postal code associated with the address.	CR	Varchar2	10	Required if miscellaneous vendor and Country Code is either "USA" or blank. For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Zip Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code). For US based addresses, the format is either 99999 or 99999-9999.
CTRY	Country	The unique identification code associated with the country.	O	Varchar2	3	For non-miscellaneous vendors, it will always be inferred / overwritten from corresponding Country Code on the provided Vendor Customer table based on the Vendor Address ID or the active default Payment Address ID (if the Vendor Address ID is not active for the provided vendor code). For miscellaneous vendors, if not entered, it will be defaulted to "USA". Otherwise, it must be valid on the Country table.
DLVR_PT	Delivery Point	Agencies may provide a delivery point for Post Office bar code sort.	O	Varchar2	10	

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
PYMT_AM	Payment Amount	Payment amount due to vendor.	R	Decimal (14,2)	15	It can be zero or greater, but cannot be negative amount. For EFT payments, the ACH Transaction Code must be set as a prenote if the payment amount is $0. For EFT payments, this amount can not be greater than $99999999.99.
CMNT	Comments	User provided data associated with a payment which will appear on the check face.	O	Varchar2	60	
PYMT_CD	Payment Code	It indicates if the payment to be disbursed as a check or an EFT.	R	Varchar2	2	Valid values are: - "CW" for check payments - "CE" for EFT payments
CHK_EFT_NO	Check/EFT Number	For CW files with check payments, this field may include a pre-assigned check number (left justified and leading spaces need to be filled with zeros). If check numbers are not supplied for Check payments by submitting agencies, they will be assigned by the application.	O	Varchar2	15	If provided, it must be numeric and cannot be all zeros. It applies for Check payments only.

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
ACH_TRAN_CD	ACH Transaction Code	It indicates whether the vendor's Bank Account Number is a checking or savings account. Also, it indicates whether an EFT payment is a true payment or prenote.	CR	Number	2	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is non-miscellaneous and inactive, or - Vendor is non-miscellaneous, active, and not eligible for EFT. Valid values are: Checking Account: 22 EF payment 23 Prenote (payment amount must be $0) Savings Account: 32 EF Payment 33 Prenote (payment amount must be $0) For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated based on the setup of EFT information for the vendor on the VCUST table.
ACH_RECV_ID	Hidden	Routing Number or ABA Number of the vendor's Bank Account Number.	CR	Number	9	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is not miscellaneous and inactive, or - Vendor is not miscellaneous, active, and not eligible for EFT. For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated from the ABA Number of the vendor on the VCUST table.

XML Tag	Caption on CW Payment Table	Description	R/C	Type	Max Size	Comments
ACH_ACCT_NO_VIEW	Hidden	Bank Account Number of the vendor (left justified).	CR	Varchar2	17	Required if EFT payment and the: - Vendor is miscellaneous, - Vendor is not miscellaneous and inactive, or - Vendor is not miscellaneous, active, and not eligible for EFT. For EFT payments and under other conditions for non-miscellaneous vendors, this field will be overwritten / populated from the Account Number of the vendor on the VCUST table.
ACH_RECV_NM	ACH Receiving Name	Supplied by the submitting department for tracking purposes. If desired, submitting departments can use this field to uniquely identify their CW EFT payments at the bank.	CR	Varchar2	16	Required for EFT payments. Will be posted to ACH Payment record (i.e. record type "6").
DSCRE_DATA	Discretionary Data	Submitting agencies may include codes of significance only to them. There is no standardized interpretation for the value of this field.	O	Varchar2	2	Can be provided for EFT payments.
TOT_ADNM_LN	Total Number of ACH Addendum Lines	It indicates if an EFT payment is associated with an ACH Addendum record.	O	Number	4	For EFT payments, valid values are "0" (if no Addendum record is associated) or "1" (if an Addendum record is associated).
PYMT_REMT_ADV	Remittance Advice Information	Payment-related information that can be provided by submitting agencies for check and EFT payments.	O	Varchar2	1500	Provided information will be printed on the check or RA stub. Refer to **section 3.3.3** for further information.

ACH Addendum Payment Section

XML Tag	Caption on ACH Addendum Table	Description	R/C	Type	Max Size	eMARS Comments
LN_NO	Line Number	The payment line number that uniquely identifies each payment line within a CW file.	R	Number	5	Must match the Payment Line Number of the corresponding record on the CW Payment Component.
ACH_ADD_SEQ_NO	ACH Addendum Sequence Number	The ACH addendum sequence number that uniquely identifies an ACH Addendum line within an EFT payment.	R	Number	4	This value can only be "1" since the ACH formats CCD and PPD allow only one addendum record per EFT payment.
ACH_PYMT_INFO	ACH Payment Related Info	Payment-related information to be provided by submitting department.	R	Varchar2	80	This information will appear on the Record Type "7" of the ACH file.

Appendix B – Example of a Check Writer Input XML File

The following example includes the following check writer components:

- 1 Header Line
- 2 Accounting Lines
- 4 Payment Lines: Payment Lines 2 and 3 are check payments, Payment Lines 1 and 4 are EFT payments
- Payment Line 1 is associated with 1 Addendum Line
- Payment Line 4 is associated with 1 Addendum Line

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